

Bangor University Agresso User Manual Contents

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Introduction



Agresso overview

Agresso is a fully integrated financial management system. It was implemented at the university in August 2008 to replace the Prophecy system. It also replaces Bi-query/UWBmis for reporting.

Agresso is available in two versions; **Smart Client** and **Web Service**.

- **Smart Client** is mainly used by the university's financial department for functions such as Accounts Payable and Accounts Receivable.
- **Web Service** is the web tool used by the wider community for functions such as budget reporting, entering journals and budgets, and authorising.

This manual is based on the **Web Service** version of Agresso; for information regarding **Smart Client**, please contact agressohelpdesk@bangor.ac.uk

How this manual works

This manual is designed for those who are new to Agresso and want a comprehensive guide. It explains each process in detail, guiding you with screenshots and action boxes.

For quick reference and concise information, individual 'how to' guides and quick cards are available from the Agresso training web page:

Cymraeg: <http://finweb.bangor.ac.uk/c/agresso/>

English: <http://finweb.bangor.ac.uk/e/agresso/>

This manual and all other Agresso training guides follow the same format:



The blue instruction boxes tell you to click, navigate or input information.



These boxes warn you to take care or be aware.



Sage advice or a clever Agresso feature.

Agresso basics and familiarisation



Agresso terminology

One of the first things to get to grips with when using Agresso is the terminology, as it is different from Prophecy and UWBMis. Even if you are new to the university, your colleagues may use old Prophecy terminology, so it makes sense to be aware of these differences.

Differences in terminology

The CODES are the same as before, but the TERMINOLOGY has changed, i.e.

A **cost centre** is now referred to as a **project code**.

A **category code** is now referred to as an **account code**.

In order to get accustomed to the new terminology as quickly as possible, make up a screen strip and fix it to your screen so you have a quick reference when you need it.

Agresso		Prophecy	Agresso		Prophecy
Account code	501	Category code	ACTIVITY	PFNONPAY	Budget Head
Costc	0049	School/Dept	CustID	D000058	Debtor code
Project code	B17100	Cost code	Product code	284	Category code (income)

This manual will use Agresso terminology only, so you will need your screen strip right from the start.

Requesting Access

Before using Agresso, you must have a valid username and password, and your profile must be set up with the correct access. If your profile is not set up with relevant access, you will be able to do very little in Agresso, even with an ID/password.

Due to the nature of the information held within Agresso, access must be requested via email from an authorised member of staff. For academic departments and research projects, this is likely to be the College Manager or College Finance Manager. For non academic departments this is likely to be the Department Head or a senior member of staff who has budgetary authority.

If you require access to certain account/project codes, contact the relevant person for your school/department, who will email agressohelpdesk@bangor.ac.uk on your behalf, stating your name, user ID and the codes you require.

N.B. You will need to follow this procedure even if you independently manage a research project.

Logging in

Access Agresso via the following URL: <https://agresso.bangor.ac.uk>



Accessing Agresso via Internet Explorer is highly recommended. If you use a different type of browser (e.g. Firefox) you will not have access to features such as copy to clipboard.

You will be prompted to give 3 pieces of information:

Name:

This is your Bangor University Network ID

Client:

Bangor University is U1*

Password:

Alpha-numeric and 8 characters long
Case sensitive

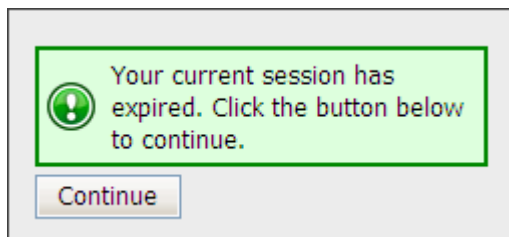
*Other clients are Cast Ltd (XC), MDC Ltd (XM), Pension Fund (XP), & UWBE Ltd (XU)



If you are unable to log in, check that your name and password are correct, and that you are using relevant upper and lower case characters.

Agresso will only allow three failed attempts at logging in, before 'freezing' or locking for about 15 minutes. If this happens, close the screen, wait 10-15 minutes, and then try again.

Security 'timeout' feature



As a security measure, Agresso will 'timeout' after approximately 20 minutes of inactivity. If this happens, you will be required to log in again.



Although any enquiry/report screens will remain open, any inputted work will be lost, as these screens will 'refresh' when you log in again.

Checking your user profile

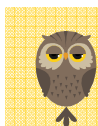
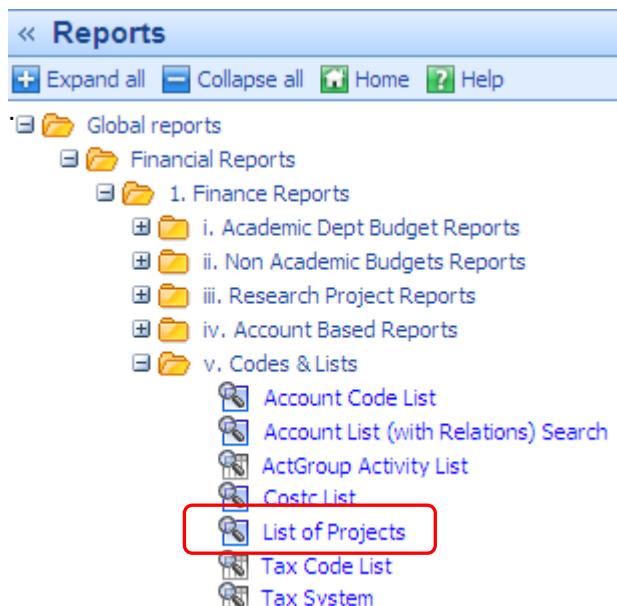
Your Agresso profile is unique to you and should mirror the financial responsibilities you hold, whether you are responsible for inputting large volumes of journals, running customer statements or checking spend against budget. It holds information on:

- Who you are, where you are and your contact details
- What projects and accounts you can use or enquire on
- What roles you have in workflows and authorisation
- What screens and menus you can have access to



If you try to use a code that you do not have access to, an error or invalid message will appear.

A handy way of finding out what codes you have access to, is using the enquiries in the **Codes and Lists** folder.



The enquiry will return a list of all project codes that you have access to.

Open the relevant enquiry screen, such as **List of Projects**, and leave the search criteria blank. Click **Search**.

Selection criteria	
Security like	
Costc like	
Description like	
Project like	
S not like	C
Company like	U1

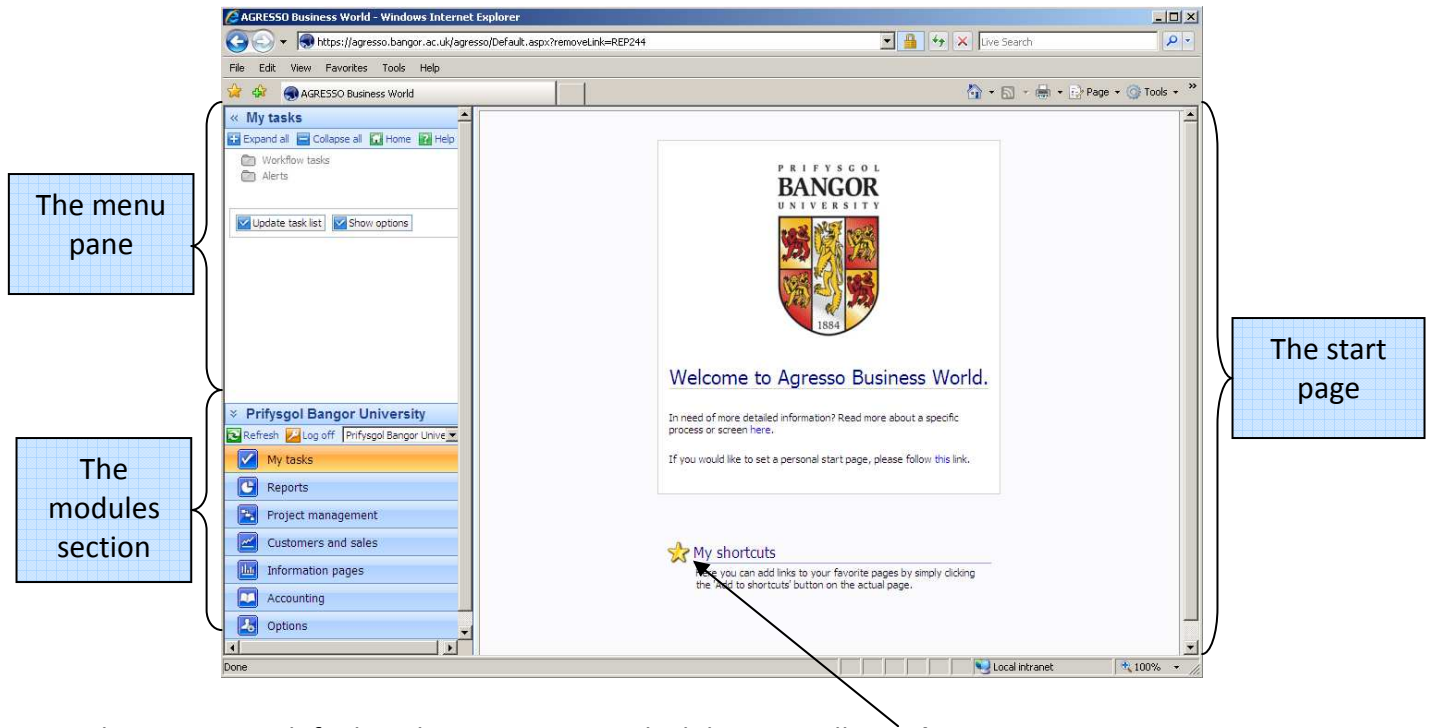
Results

Search Detail level: All levels

Agresso start up screen

Once you have logged in, the start up screen will appear.

The screen is split into 3 sections:



The start page default is the **Home** page, which has a small **My Shortcuts** section.

Shortcuts

As you work through Agresso, you will notice that each page has a  **Add to shortcuts** button. Clicking on this button will create a link on your start page.



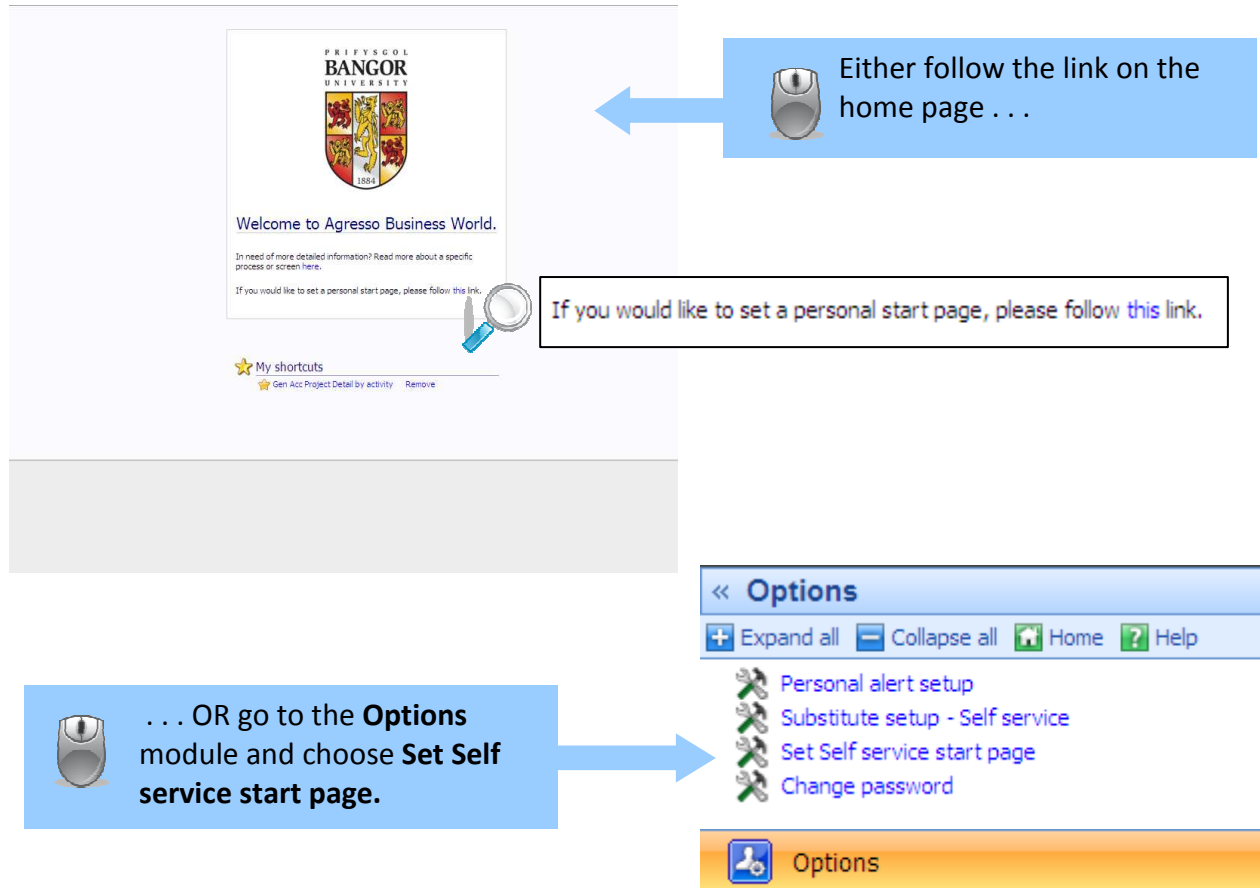
Saving shortcuts to your home page will save you having to navigate your way around the menus each time. You can easily remove the shortcut when/if you no longer need it by clicking 'Remove'.

Clicking on  **Home** at any point whilst in Agresso will bring you back to the home page.

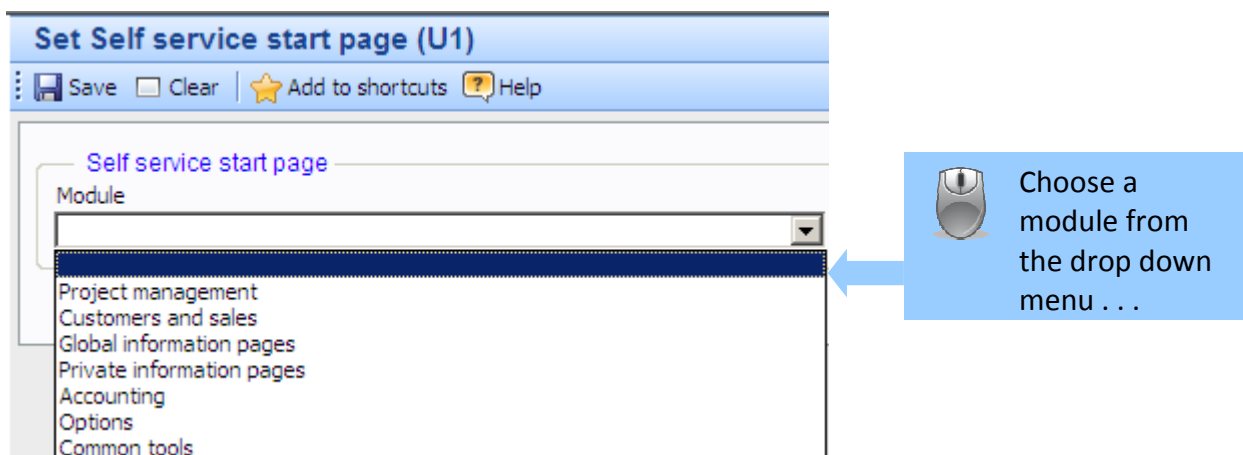
Personalising your Start page

If there is a certain screen that you use frequently (e.g. registration of journal transactions), you can set it as your start page.

This means the screen will automatically open when you log in to Agresso, instead of the Home page.



The screenshot shows the Agresso Business World start page. At the top is the Bangor University logo and the text "Welcome to Agresso Business World." Below this, there is a link: "If you would like to set a personal start page, please follow this link." A blue callout box with a mouse icon points to this link, stating: "Either follow the link on the home page . . .". Another blue callout box with a mouse icon points to the "Options" module in the sidebar, stating: "... OR go to the **Options** module and choose **Set Self service start page**." The "Options" module is expanded, showing a list of options: "Personal alert setup", "Substitute setup - Self service", "Set Self service start page", and "Change password".



The screenshot shows the "Set Self service start page (U1)" window. The title bar is "Set Self service start page (U1)". The window has a menu bar with "Save", "Clear", "Add to shortcuts", and "Help". Below the menu bar, there is a section titled "Self service start page" with a "Module" dropdown menu. The dropdown menu is open, showing a list of modules: "Project management", "Customers and sales", "Global information pages", "Private information pages", "Accounting", "Options", and "Common tools". A blue callout box with a mouse icon points to the dropdown menu, stating: "Choose a module from the drop down menu . . .".

Start Page

Attribute master file (CR403)
Attribute values enquiry (CR405)
General Ledger (GL293)
General Ledger (GL293)
General Ledger per category (GL309)
General Ledger transactions (GL298)
Journal entries per user (GL306)
Operating report by relation (GL308)
Posting GL transactions (GL295)
Posting of authorised invoices (GL320)
Registered GL transactions (GL300)
Registration of GL transactions (GL294)
Transaction specification (GL307)
Workflow enquiry - GL transactions (GL297)
Workflow user log - GL transactions (GL326)

... and then choose a screen from the **Start Page** drop down list.

Click **Save**.
You will receive a confirmation message.

Save Clear Add to shortcuts

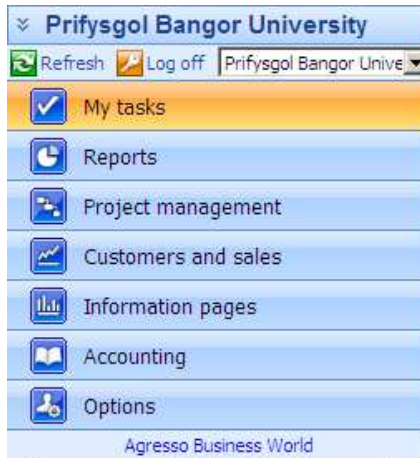
Start page is updated

Refresh

Click the **Refresh** button to see your chosen screen in the start page. This screen will now open automatically each time you log in to Agresso.

You can change the start up screen at any time by going into **Options** and choosing **set Self service start page** again.

Agresso Modules



This section of the screen contains a list of modules available to you.



Click on each module on your screen to see what menus are available to you.



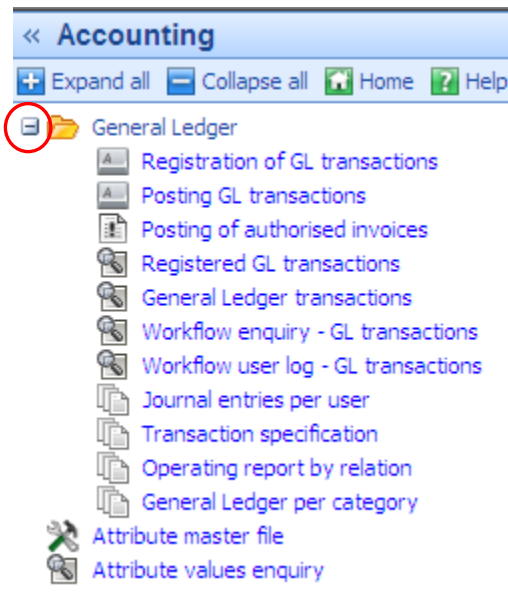
The Modules section also contains a **refresh** button, and a **log off** button, for exiting Agresso safely.

The Menu pane

The menu pane features a list of folders within the selected module.



Click on
+ Expand all
and all folders in the menu will open:

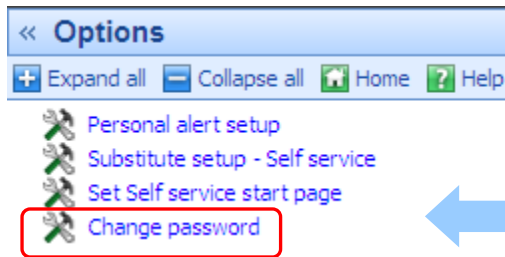


Click on
- Collapse all
to close the folders.



You can also use the + and - buttons to open and close each individual folder.

Changing your password



 In the **Options** module choose **Change password**

A screenshot of the 'Change password (U1)' window. The window has a blue header with 'Change password (U1)'. Below the header are icons for 'Save', 'Add to shortcuts', and 'Help'. The main content area is titled 'Change password' and contains three input fields: 'Old password', 'New password', and 'Verify new password'.

 Complete the three fields and then click **Save**.

N.B. Your password must be eight characters long, contain both letters and numbers, and will be case sensitive.

Searching/using field help

You can use Agresso to search for codes and account/ID/transaction numbers.

Wherever information is required, you will see a **field help** button at the end of each box



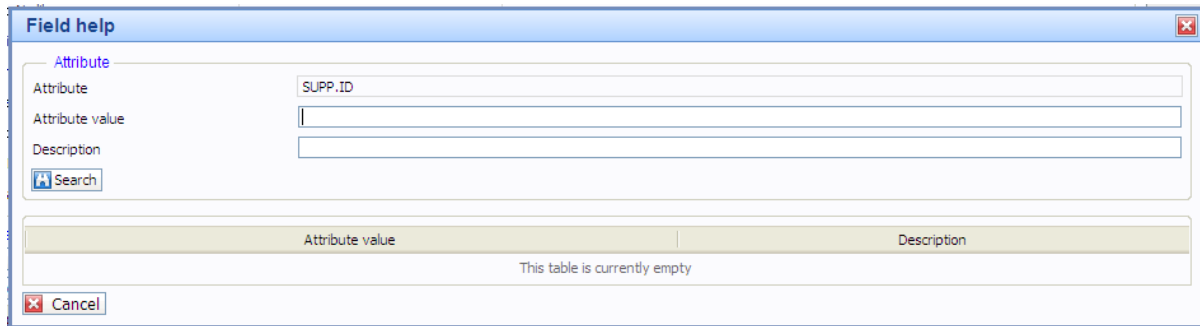
Clicking on field help will enable you to search with either a full or partial code or name.

For example, you want to run a report against a supplier, but you don't know the Supplier ID code.



Click on the **field help** button next to the **SuppID** box.

The following window will open (*next page*):



The 'Field help' dialog box is shown. It has a title bar with a close button. Inside, there's a section titled 'Attribute' with three input fields: 'Attribute' (containing 'SUPP.ID'), 'Attribute value' (empty), and 'Description' (empty). Below these is a 'Search' button. At the bottom, there's a table with two columns: 'Attribute value' and 'Description'. The table is currently empty, with a message 'This table is currently empty' below it. A 'Cancel' button is at the bottom left.

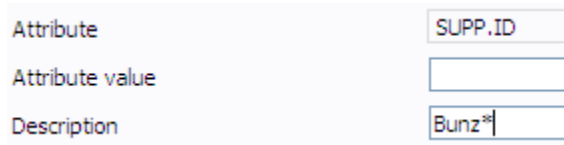


If you are running a **numerical** search, use the **Attribute value** box.

If you are running an **alpha** search, use the **Description** box.

Searching with partial information

You can use a **wildcard** to search with partial information; for example, in **Historical Supplier Transactions**, you want to find the Supp ID for **Bunzl Catering Supplies**.



The 'Field help' dialog box is shown with the 'Attribute' field set to 'SUPP.ID'. The 'Attribute value' field is empty. The 'Description' field contains 'Bunz*'. A blue arrow points from the 'Description' field to the instruction box on the right.



Type the first few letters of the supplier name in the **Description** box and use * to denote missing information. Click **Search**.



When searching with incomplete information, use the following wildcard characters:

- * use this as a substitute for one or more characters or numbers
- ? use this as a substitute for a single character or number, e.g. B5?41

Field Help will return all suppliers with this letter combination, giving corresponding supplier codes.

Attribute value	
B1604	Bunzl Cleaning & Hygiene Supplies
B5741	Bunzl Catering Supplies



Click on the line you require, and the code will automatically drop into the original **SuppID** box.



Selection criteria

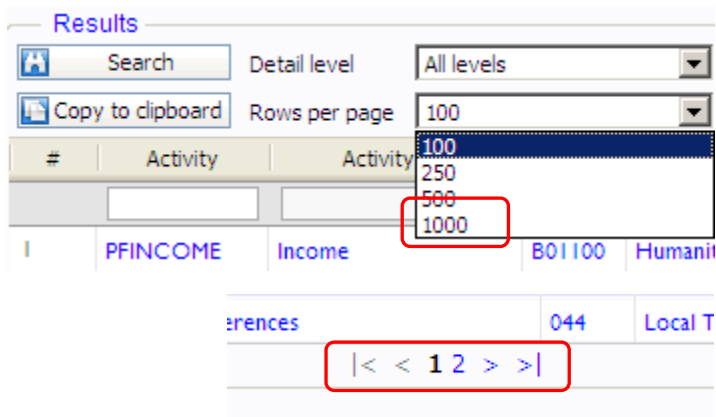
SuppID like

B5741

Printing from Agresso

Agresso is designed to be paper-free; its accessibility, range of enquiry screens and scanned documentation/PDF invoices mean that filing large quantities of printed material is no longer necessary - saving time, space and money. Using live screens instead of printed reports also ensures you have access to the most up-to-date information.

If you do need to print information from Agresso, you can do so by transferring the information to Microsoft Excel and printing from this application.



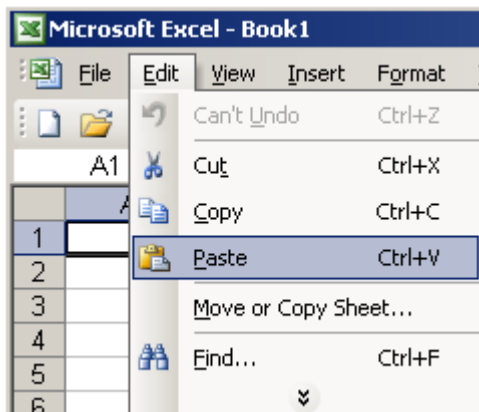
Before transferring to MS Excel, set the **Rows per page** to the maximum of 1000, then check at the foot of the page to see how many pages of data there are.

You can only transfer one page at a time.

Copy to clipboard



In your enquiry or report screen, click on the **Copy to clipboard** button.



Open Microsoft Excel and choose **edit>paste**.

Repeat these steps for each page of the enquiry/report, ensuring your Excel cursor is at the correct position when you paste subsequent data.



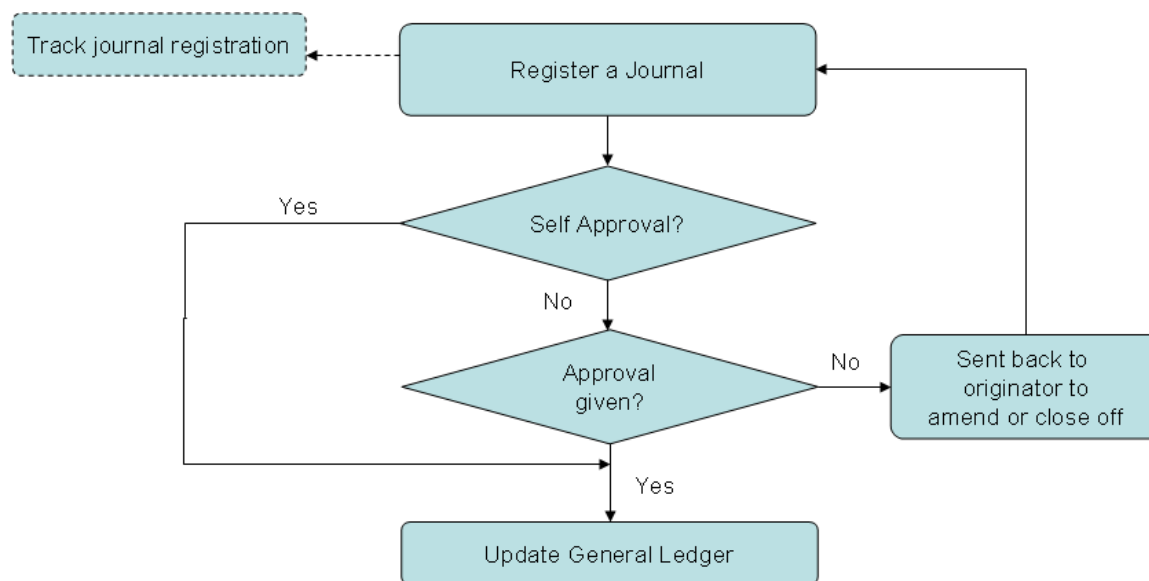
Copy to Clipboard is only available through the Internet Explorer web browser.

General Ledger



The journal workflow process

One of the features of Agresso is the **Workflow** process.



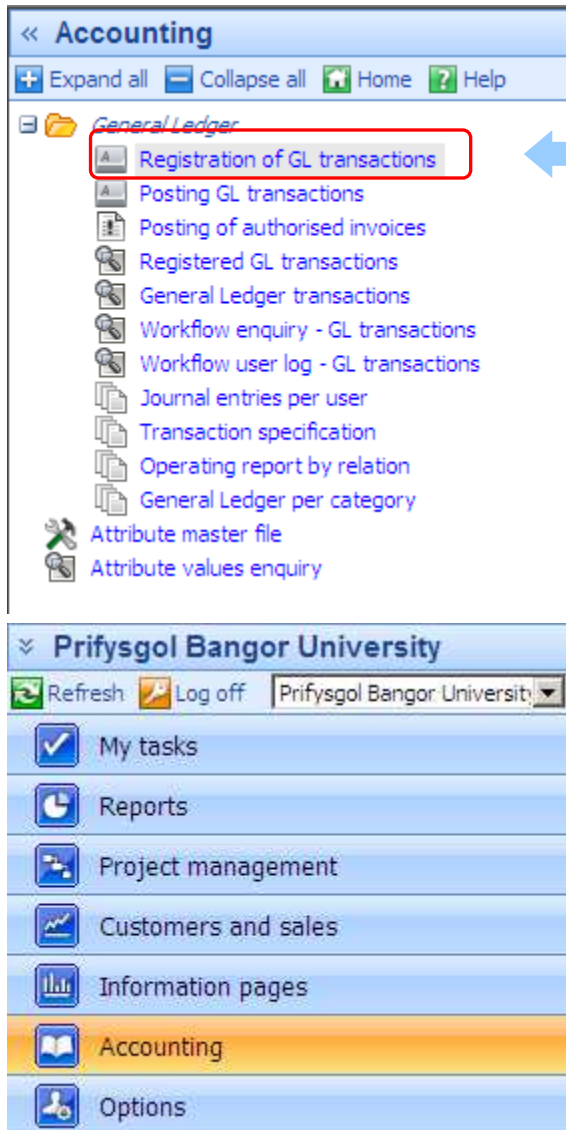
A registered journal will not automatically become a transaction on the General Ledger – first it must enter a workflow. The Finance team and certain accountants within the university school/department will have self approval, which means the journal will post directly into the General Ledger without a workflow task being generated.

If the initiator does not have self approval status, then the journal will be tasked to the school/department’s financial officers to approve or reject. The task may be allocated to several people but only one will need to approve it. A rejected journal will return to the initiator as a task. This can then be amended and returned to the workflow or rejected which will close the journal as it is no longer required.



If you have approval responsibilities, you must ensure that all journals are completed within the correct posting month.

Registering a journal transaction



In the **Accounting** section of Agresso, open the **General Ledger** folder and choose:

Registration of GL Transactions

The following window will open:

Registration of GL transactions (U1)

Save Clear Documents Add to shortcuts Help

GL transaction information

Period: 200808 Transaction date: 27/03/2009
 Valuedate: 27/03/2009 Transaction number: 0

GL Analysis

* Account * Costc
 * Project * Activity
 * Actgroup * Tax system
 * Tax code
 Description:

Amounts

* Currency Curr. amount (GBP): 0.00
 Amount (GBP): 0.00

Recurring journal

Distribution Corr. start period

Workflow log (row 0)

Copy

Details

Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Amount	Curr. amount	Gross amount	Workflow status
								0.00	0.00	0.00	
Σ								0.00	0.00	0.00	

Add Delete

Tax information

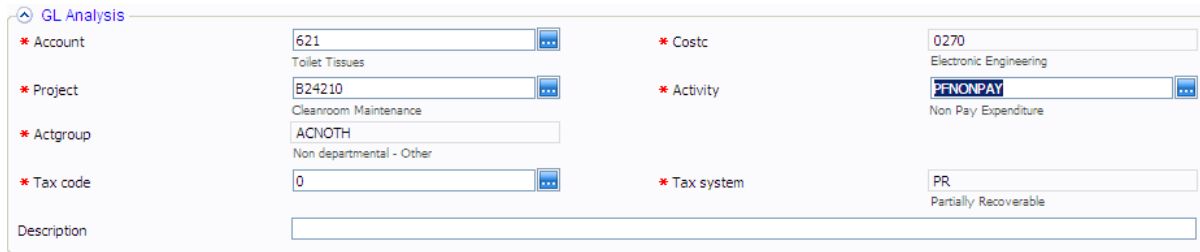
Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	TC
Please select a row in the corresponding table to populate this section								

The window is split into 7 sections:

- GL transaction information
- GL analysis
- Amounts
- Recurring journal
- Workflow log
- Details
- Tax Information



The **GL transaction information** section shouldn't need amending for most journals. You can change the transaction date but it must fall within the period specified.



The screenshot shows the 'GL Analysis' form with the following fields and values:

Field	Value
* Account	621 Toilet Tissues
* Project	B24210 Cleanroom Maintenance
* Actgroup	ACNOTH Non departmental - Other
* Tax code	0
* Costc	0270 Electronic Engineering
* Activity	PFNONPAY Non Pay Expenditure
* Tax system	PR Partially Recoverable
Description	



In the **GL Analysis** section, enter the account code representing the type of product/service involved in the transaction. The example above uses 621 (toilet tissues). Tab down and enter required fields.

Different account codes require different additional information. The list below gives an outline of what each field represents.

- Account:** type of product or service, e.g. stationery (501)
- Project:** area of the university to be debited e.g. B37545
- Costc:** university department (automatically generated and fixed)
- Activity:** determines the budget affected (automatically generated)
- Tax Code & Tax System:** generally unavailable in General Ledger



Enter a description for the transaction. This will help with auditing/future queries.



The screenshot shows the 'Amounts' form with the following fields and values:

Field	Value
* Currency	GBP
Amount (GBP)	0.00
Curr. amount (GBP)	0.00

- Currency:** the currency associated with the account
- Curr Amount:** amount to be debited



Enter amounts to be debited as a **POSITIVE** value.

*The recurring journals section is not currently used by the university.

Recording the balancing credit line(s)



In the **Details** section, click **Add** to create a new blank line.

Details

Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5
621	0270	B24210			PFNONPAY
Σ					
+ Add X Delete					

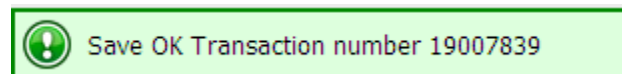
The **GL Analysis** section will clear and you will be required to input information for the balancing line. REMEMBER TO RECORD THE BALANCING LINE AS NEGATIVE FIGURE.

Details

Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Amount	Curr. amount	Gross amount	Workflow status
621	0270	B24210			PFNONPAY		ACNOTH	5.00	5.00	5.00	
621	0270	B24210			PFNONPAY		ACNOTH	-5.00	-5.00	-5.00	
Σ								0.00	0.00	0.00	
+ Add X Delete											



Look at the **Σ sign** to make sure the balance is zero. Agresso will not allow the journal to be saved if the lines don't balance



Click **Save** to confirm the journal and generate a transaction number. Make a note of the transaction number.

The journal will enter the workflow and wait for approval. Each line of the journal will be sent for approval to the relevant Finance Officer.



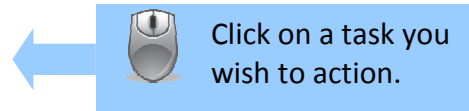
Will you be registering journals often?

Click

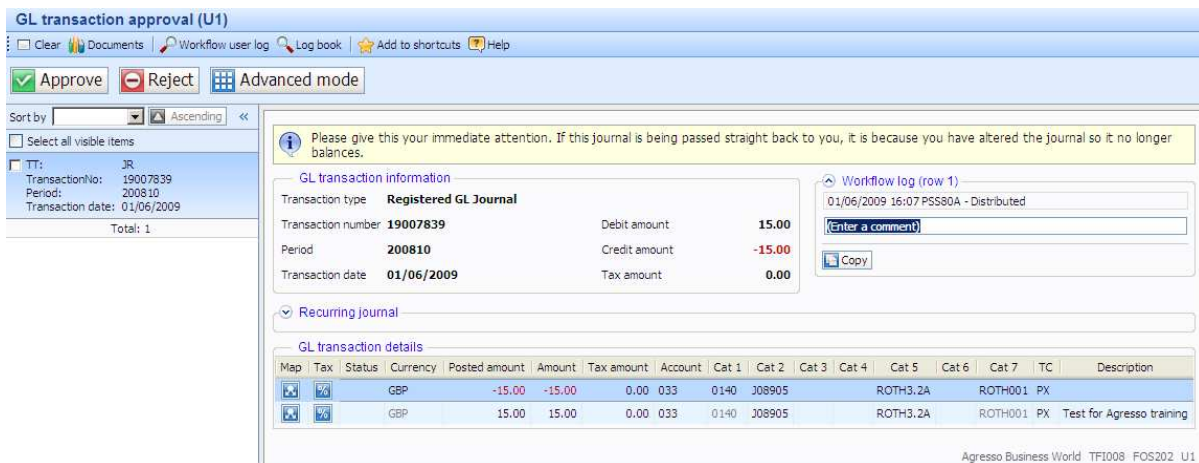
to link the registration screen to your Home page.

Approving and rejecting journals

If you have approval status, journals to review will appear as tasks in your Agresso menu pane.

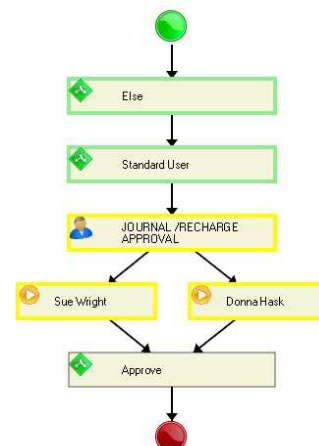
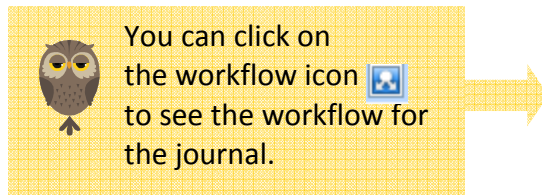


The following window will open:



The details of the journal are outlined in the main screen for review.

You can click on the workflow icon to see the workflow for the journal:



Approving a journal



Review the details and click **Approve**. You will be given a confirmation message, and the journal will move on to the next stage of the workflow.

« My tasks

Expand all Collapse all Home Help

Workflow tasks

Journal / Recharge Approval TransNo..

Alerts

Update task list Show options

GL transaction approval (U1)

Clear Documents Workflow user log Log book Add to shortcuts Help

Approve Reject Advanced mode

Sort by Ascending

Select all visible items

TT: JR
TransactionNo: 19007885
Period: 200810
Transaction date: 21/07/2009

Total: 1

Comments

Please give this your immediate attention. If

GL transaction information

Transaction type: **Registered GL Journal**

Transaction number: **19007885** Debit a

Period: **200810** Credit i

Transaction date: **21/07/2009** Tax am

Recurring journal

GL transaction details

Map	Tax	Status	Currency	Posted amount	Amount
	%		GBP	-58.70	-58.7



Click **Update Task List** to remove the journal from your Task folder.

Rejecting a journal



Review the details and click **Reject**. If you have not left a comment in the Workflow Log, a comment box will open (see next page).

« My tasks

Expand all Collapse all Home Help

Workflow tasks

Journal / Recharge Approval TransNo..

Alerts

Update task list Show options

GL transaction approval (U1)

Clear Documents Workflow user log Log book Add to shortcuts Help

Approve Reject Advanced mode

Sort by Ascending

Select all visible items

TT: JR
TransactionNo: 19007885
Period: 200810
Transaction date: 21/07/2009

Total: 1

Comments

Please give this your immediate attention. If

GL transaction information

Transaction type: **Registered GL Journal**

Transaction number: **19007885** Debit a

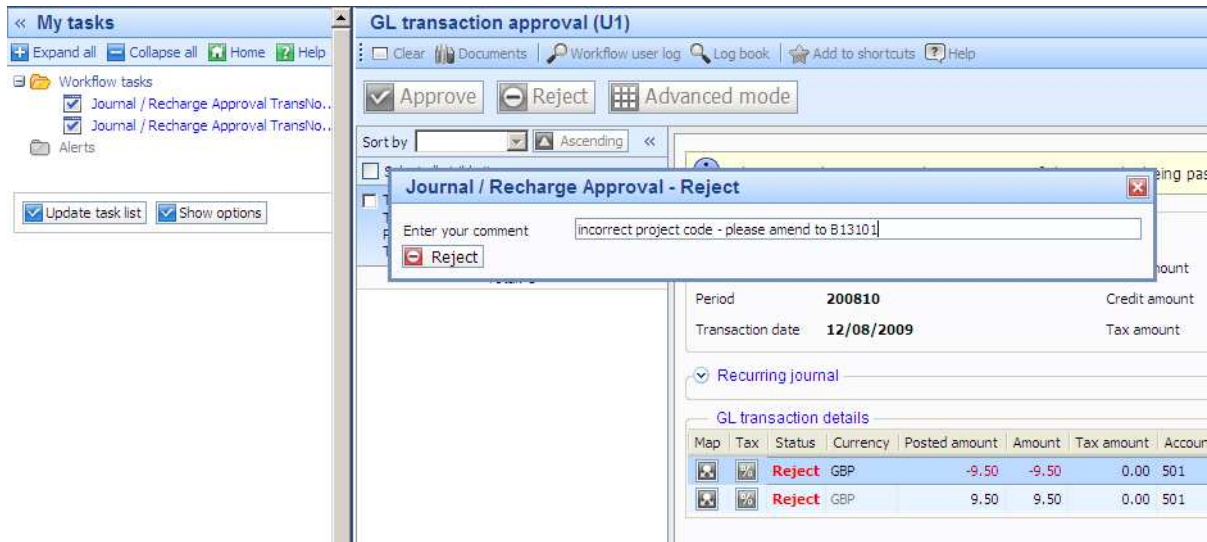
Period: **200810** Credit i

Transaction date: **21/07/2009** Tax am

Recurring journal

GL transaction details

Map	Tax	Status	Currency	Posted amount	Amount
	%		GBP	-58.70	-58.7



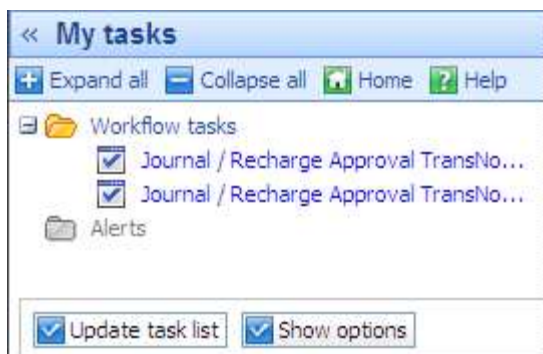
You are required to enter a comment in the **Workflow Log** when you reject a journal.
It is best practice to enter the reason you are rejecting the journal so the initiator knows what action to take.



Leave a comment and click **Reject** again. You will receive a confirmation message, and the journal will automatically be sent back to the initiator as a task.



The item is successfully processed. There are no more items to process.



Click **Update task list** to remove the journal from your Task folder.

Approving/Rejecting in Advanced Mode

Advanced Mode enables you to approve/reject **individual lines of a journal**



In the main screen, click **Advanced Mode**.

GL transaction approval (U1)

Clear Documents Workflow user log Log book Add to shortcuts Help

☒ Approve ☐ Reject ☒ Advanced mode

Sort by [v] Ascending <<

☐ Select all visible items

☐ TT: JR
TransactionNo: 19007896
Period: 200810
Transaction date: 12/08/2009
Total: 1

Please give this your immediate attention. If this journal is being passed

GL transaction information

Transaction type: **Registered GL Journal**
Transaction number: **19007896**
Period: **200810**
Transaction date: **12/08/2009**

Recurring journal

GL transaction details

Map	Tax	Status	Currency	Posted amount	Amount	T
	%		GBP	-9.50	-9.50	
	%		GBP	9.50	9.50	

The **GL Transactions** box will now include tick boxes and **Approve/Reject** buttons will appear.

GL transaction approval (U1)

Clear Documents Workflow user log Log book Add to shortcuts Help

☒ Approve ☐ Reject ☒ Simple mode

☐ Select all visible items

☐ TT: JR
TransactionNo: 19007896
Period: 200810
Transaction date: 12/08/2009
Total: 1

Please give this your immediate attention. If this journal is being passed

GL transaction information

Transaction type: **Registered GL Journal**
Transaction number: **19007896** Debit amount
Period: **200810** Credit amount
Transaction date: **12/08/2009** Tax amount

Recurring journal

GL transaction details

Map	Tax	Status	Currency	Posted amount	Amount	Tax amount	Account
☐	%		GBP	-9.50	-9.50	0.00	501
☐	%		GBP	9.50	9.50	0.00	501

☒ Approve ☐ Reject



Review the information contained within the window, including any comments addressed to you in the **Workflow Log** section.

Workflow log (row 1)

21/07/2009 11:16 TRAIN1 - Distributed
21/07/2009 11:30 TRAIN1 - Reject - "incorrect project code - please amend to B13098"
21/07/2009 11:35 TRAIN1 - "code amended"

(Enter a comment)

Copy

Actioning a journal line

GL transaction details

	Map	Tax	Status	Currency	Posted amount	Amount	Tax amount	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	TC	Description
☐				GBP	-50.00	-50.00	0.00	546	0290	B37545			PF_NONPAY	DEXP	0		correction
☐			Approve	GBP	50.00	50.00	0.00	546	0290	B37379			PF_NONPAY		NOTH	0	

☒ Approve ☐ Reject ☒ Distribute ☐ Undo

Save



Check the box at the beginning of the line you are actioning and click **Approve** or **Reject**. The line will now be marked as appropriate in the status column (see 'Approve' marked above).
Click Save.



In Advanced Mode, you must **MANUALLY** save your changes once you have actioned.

Amending and closing rejected journals

If you have registered a journal and it has been rejected, it will be returned to you as a task.

My tasks

Expand all Collapse all Home Help

Workflow tasks

- Rejected Journal TransNo: 19007840

Alerts

Workflow log (row 0)

12/08/2009 09:51 TRAIN1 - Distributed
12/08/2009 10:10 TRAIN1 - Reject - "please amend project code to B13101"

(Enter a comment)

Copy

Details

Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Amount	Curr. amount	Gross amount	Workflow
501	0000	B13100			PFNONPAY		ACDEXP	9.50	9.50	9.50	R
501	0000	B13100			PFNONPAY		ACDEXP	-9.50	-9.50	-9.50	R
Σ								0.00	0.00	0.00	

Add Delete

You can either amend or cancel the line(s).

Amount	Workflow status
1.50	R
-1.50	R
5.00	W
-5.00	W

The details section has a Workflow status column. W = workflow (approved or waiting to be actioned), R = rejected.

Click on a rejected line and read the workflow log for further details/instructions.

Workflow log (row 0)

12/08/2009 09:51 TRAIN1 - Distributed
12/08/2009 10:10 TRAIN1 - Reject - "please amend project code to B13101"

(Enter a comment)



Tab through the screen and make amendments as instructed in the workflow log. Leave a comment in the workflow log.

Registration of GL transactions (U1)

Save Clear Documents Add to shortcuts Help

GL transaction information

Period: 200810 Transaction date: 12/08/2009
 Valuedate: 12/08/2009 Transaction number: 19007896

GL Analysis

* Account: 501 Stationery * Costc: 0000 School of Gastronomic Scien
 * Project: B13101 Research & Conference Expenses * Activity: PFNONPAY Non Pay Expenditure
 * Actgroup: ACDEXP Departmental Expenditure
 * Tax code: 0 * Tax system: NR Non Recoverable
 Description: flipchart paper and pens for nutrition seminar

Amounts

* Currency: GBP Curr. amount (GBP):
 Amount (GBP): -9.50

Recurring journal

Distribution: Corr. start period:

Workflow log (row 0)

12/08/2009 09:51 TRAIN1 - Distributed
 12/08/2009 10:10 TRAIN1 - Reject - "please amend project code to B13101"
 project code amended to B13101

Copy

Details

Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Amount	Curr. amount	Gross amount	V
501	0000	B13101			PFNONPAY		ACDEXP	9.50	9.50	9.50	R
501	0000	B13101			PFNONPAY		ACDEXP	-9.50	-9.50	-9.50	R
Σ								0.00	0.00	0.00	

+ Add - Delete



Click **Save** to enter back into workflow.



Save OK Transaction number 19007856



The journal **MUST** balance before amendments are saved. If amending a line, ensure the balancing line is amended also.

Closing a rejected journal



Click to open the task

My tasks

Expand all Collapse all Home Help

Workflow tasks

- Rejected journal TransNo: 19007896
- Rejected journal TransNo: 19007897

Alerts

Update task list Show options

Registration of GL transactions (U1)

Save Clear Documents Add to shortcuts Help

GL transaction information

Period 200810

Valuedate 12/08/2009

GL Analysis

* Account 501 Stationery

* Project B13100 General Account

* Actgroup ACDEXP Departmental Expenditure

* Tax code 0

Description binders for Agresso manual

Amounts

* Currency GBP

Amount (GBP) 35.00

Recurring journal

Distribution

Workflow log (row 0)

12/08/2009 10:33 TRAIN1 - Distributed

12/08/2009 10:33 TRAIN1 - Reject - "please close"

(Enter a comment)

Open the Tools menu then click **Park** to remove the journal from your list (see page 36 for details on how to park)

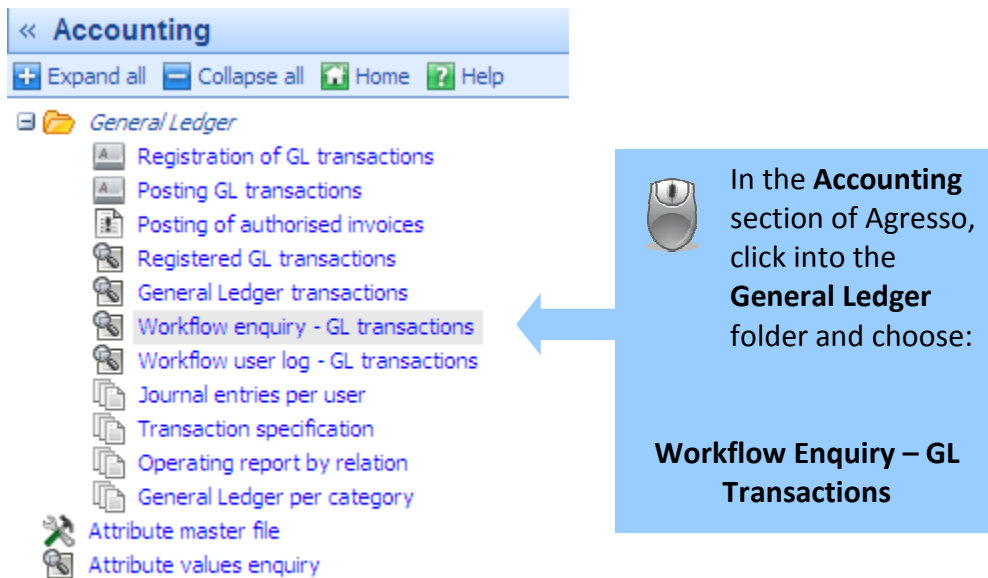
Tools Menu

Get parked
Park



Parked journals with a transaction number are 'scooped up' by a background process and deleted from the system. This does not affect other parked journals in your list (i.e. journals you have not yet sent for approval).

Checking the status of a journal in workflow



<< Accounting

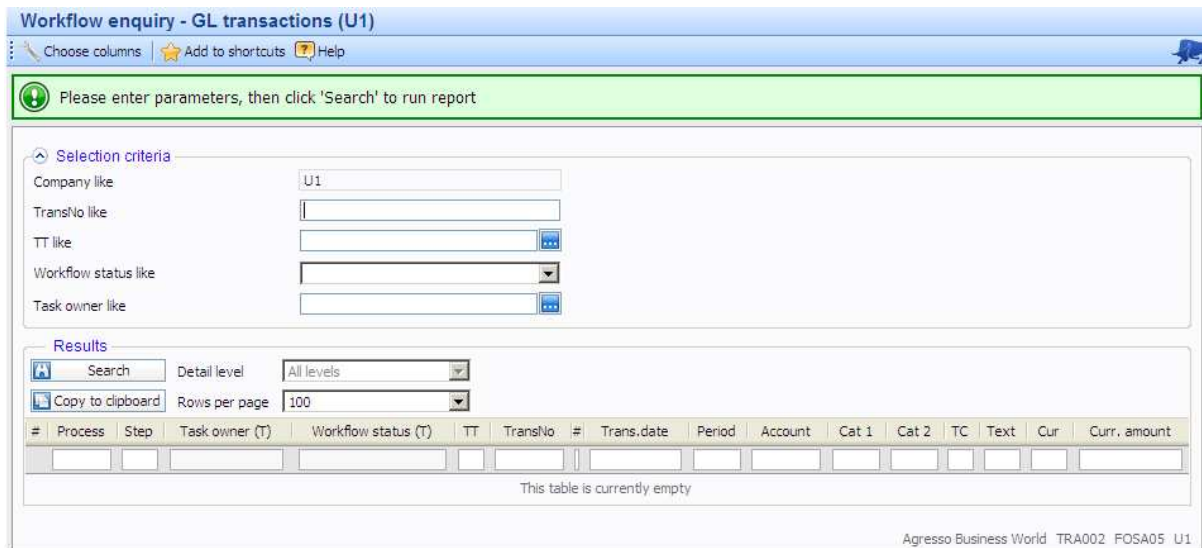
General Ledger

- Registration of GL transactions
- Posting GL transactions
- Posting of authorised invoices
- Registered GL transactions
- General Ledger transactions
- Workflow enquiry - GL transactions**
- Workflow user log - GL transactions
- Journal entries per user
- Transaction specification
- Operating report by relation
- General Ledger per category
- Attribute master file
- Attribute values enquiry

In the **Accounting** section of Agresso, click into the **General Ledger** folder and choose:

Workflow Enquiry – GL Transactions

The following window will open:



Workflow enquiry - GL transactions (U1)

Choose columns | Add to shortcuts | Help

Please enter parameters, then click 'Search' to run report

Selection criteria

Company like: U1

TransNo like:

TT like:

Workflow status like:

Task owner like:

Results

Search | Detail level: All levels

Copy to clipboard | Rows per page: 100

#	Process	Step	Task owner (T)	Workflow status (T)	TT	TransNo	#	Trans.date	Period	Account	Cat 1	Cat 2	TC	Text	Cur	Curr. amount
This table is currently empty																

Agresso Business World TRA002 FOSA05 U1



Use the selection criteria to narrow your search, either with the transaction number, transaction type, workflow status and/or task owner. Click **Search**.

Workflow enquiry - GL transactions (U1)

Choose columns | Add to shortcuts | Help

Selection criteria

Results

Search | Detail level: All levels | Copy to clipboard | Rows per page: 100

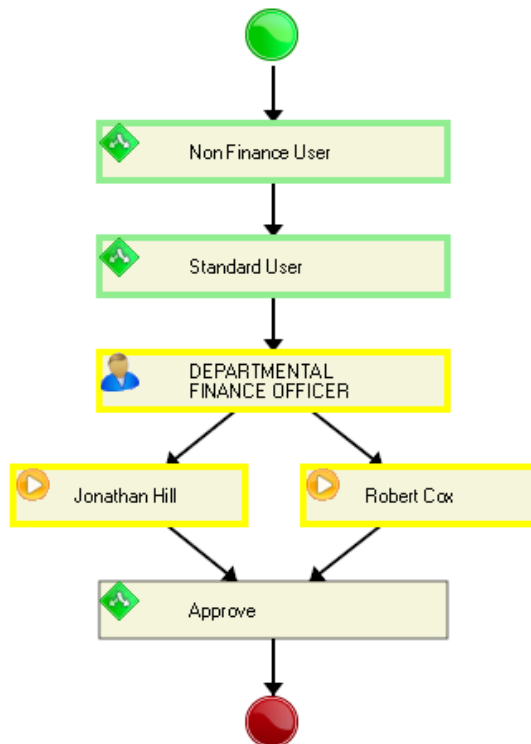
#	Process	Step	Task owner (T)	Workflow status (T)	TransNo	#	Trans.date	Period	Account	Cat 1	Cat 2	TC	Text	Cur	Curr. amount
1	Registered GL Transactions	Finance Approval	Sian P Ower	Workflow in progress	R 19001932	2	12/11/2008	200804	251	0520	840800	0	Production of posters for Cross Co...	GBP	-37.24
2	Registered GL Transactions	Finance Approval	Sian P Ower	Workflow in progress	R 19001932	4	12/11/2008	200804	263	0520	840800	0	use of translation services	GBP	-258.93
3	Registered GL Transactions	Finance Approval	Sian P Ower	Workflow in progress	R 19001932	5	12/11/2008	200804	944	0520	J40201	0	Translation services	GBP	258.93
4	Registered GL Transactions	Finance Approval	Sian P Ower	Workflow in progress	R 19001932	3	12/11/2008	200804	533	0520	J40201	0	Payment for Production of Posters e...	GBP	37.24
5	Registered GL Transactions	Finance Approval	Sian P Ower	Workflow in progress	R 19001932	1	12/11/2008	200804	830	0520	J40201	0	Payment for Administration services	GBP	472.93
6	Registered GL Transactions	Finance Approval	Sian P Ower	Workflow in progress	R 19001932	0	12/11/2008	200804	284	0520	840800	0	Payment from Grundvig Project for A...	GBP	-472.93

Agresso Business World TRA002 FOSA05 U1

If the workflow status is **Finished**, then the journal has been approved. If the status shows **Workflow in progress**, you can find out what stage of the authorisation process the journal is at.



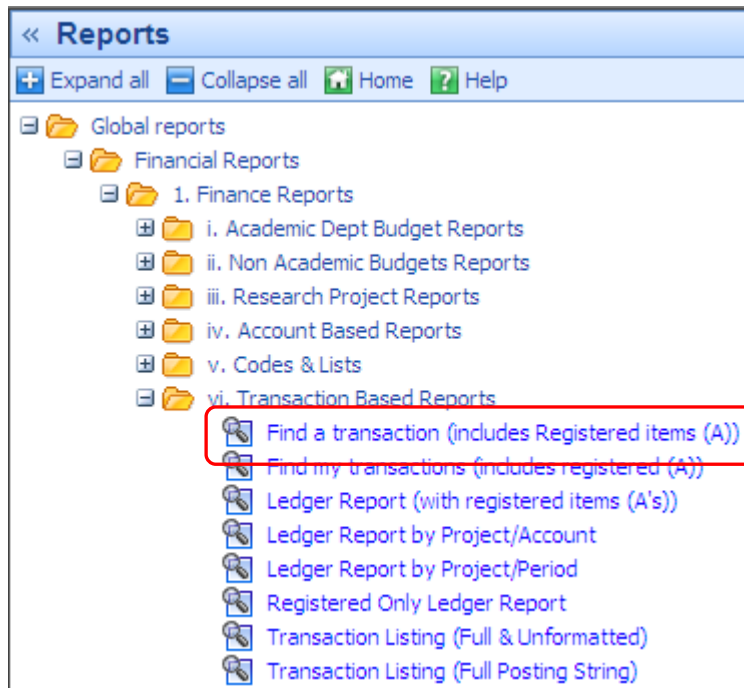
Click on the blue hyperlink in the **Workflow Status** column.



- Yellow represents the current status
- Green represents the paths available via workflow
- Red represents rejections

Finding a 'lost' journal/finding a transaction number

You may sometimes need to look up a transaction, but do not have the transaction number. For example, you may have saved a journal without taking note of the transaction number.



 In the **Reports** section of Agresso, go to:

Finance Reports→

Transaction Based Reports→

and choose **Find a transaction**.

The screenshot shows the 'Selection criteria' section of the software. It contains several input fields for filtering transactions: 'Description like' (empty), 'Trans No between' (0 and 99999999), 'Tran Type like' (empty), 'Account like' (empty), 'Project like' (empty), 'Period between' (200801 and 200813), and 'Company like' (U1). Each field has a small icon to its right, likely for clearing or applying filters. A blue arrow points from the 'Find a transaction' option in the previous screenshot to the 'Selection criteria' section.



In the **Selection criteria** section, enter information to narrow your search. For example, searching by project code will return all transactions under that project code (within your access). If you are looking for a recent transaction, narrow your search further by only searching within the current period.

#	Trans No	Tran Type	Tran Type (T)	Account
		JN		
1	19001865	JN	GL Journal	044
2	19002335	JN	GL Journal	532
3	19005801	JN	GL Journal	044
4	19005801	JN	GL Journal	501
5	19005801	JN	GL Journal	501
6	19006176	JN	GL Journal	044
Σ				



You can narrow your search results by typing other information you have, such as the invoice type, in the relevant column and clicking **Search** again.

The enquiry will show transactions only of your chosen transaction type.



You can click on the blue transaction number hyperlink to see further transaction details if required.

'Find my transactions' option

Underneath the **find a transaction** enquiry, is a **find my transactions** enquiry.

vi. Transaction Based Reports

Find a transaction (includes Registered items (A))

Find my transactions (includes registered (A))



This enquiry will return all transactions inputted by you. You can narrow by period if required.

Selection criteria

User like: FOSA05
 Period between: 200801
 Company like: U1



You can then use column headings to filter your results.

Period	Trans.date	#	Amount	
			22.70	
200810	26/05/2009	3	22.70	
200810	08/05/2009	0	22.70	hu-inv02 meeting

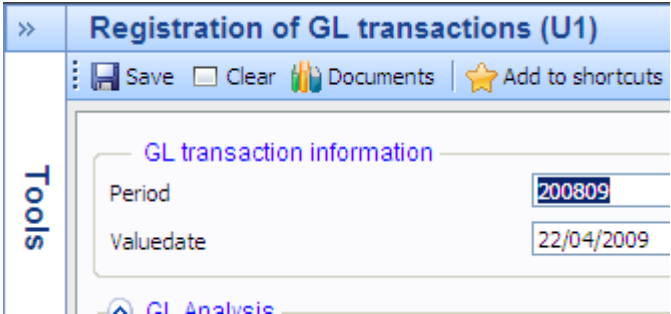
Parking a journal

You may want to save a journal and complete or submit it later – in Agresso you can ‘park’ your journal, in order to save it without committing to workflow.



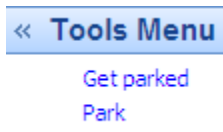
On the left of the GL transaction screen is a **Tools bar**.

Click on the >> icon in the top left hand corner to open the Tools menu





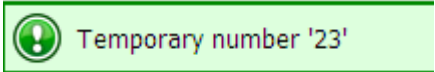
The tools menu will open. Click **Park**.





Enter a description for your journal and click **OK**. You will be given a temporary number.







Your journal is now ‘parked’ until you need it again.

Retrieving a parked journal

 To the left of the GL transaction screen is a **Tools** bar.

Click on the >> icon in the top left hand corner to open the Tools menu.

Registration of GL transactions (U1)

Save Clear Documents Add to shortcuts

GL transaction information

Period 200809

Valuedate 22/04/2009

GL Analysis

<< **Tools Menu**

Get parked Park

 The tools menu will open. Click **Get Parked**

Parked transactions

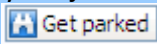
Free text

Advanced

Get parked

Parked

TC	TransNo	Updated
This table is currently empty		

 Enter your journal description.
Click 

 If you leave the text box blank and click **Get Parked**, Agresso will return all your parked journals. You can then choose from the list.

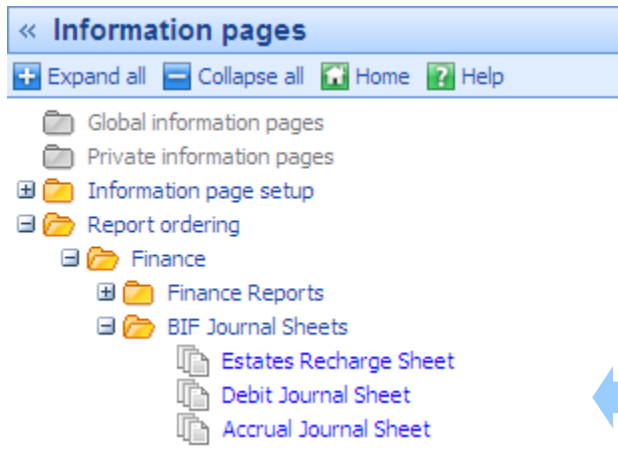
Parked

TC	TransNo	Updated
P	26	28/04/2009

 Click on the line you need to open your parked journal. Notice the temporary number you were given is listed under **TransNo**.

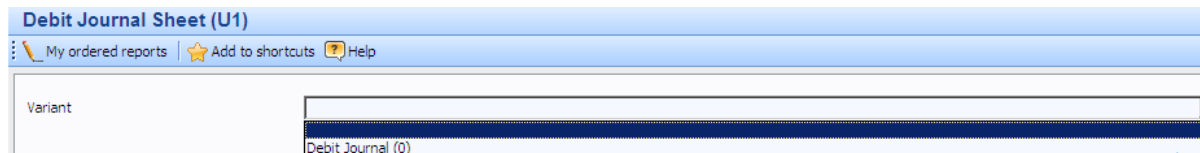
High volume journals (BIF journal sheets)

Journals of 20 lines or more can be entered onto a pre-ordered spreadsheet and uploaded into Agresso (via a Payment Supervisor). This manual uses the Debit Journal Sheet as an example.



 In the **Information Pages** section of Agresso, click into the **Report Ordering** folder and choose:

Debit Journal Sheet



Choose **Debit Journal (0)** from the dropdown menu. The following window will open. Enter/amend criteria in the **Open Parameters** section as required. Leave all other fields as default.

Variant: Debit Journal (0)

General parameters

Copies: 1	Server queue: Serial Report Queue
Priority: 0	Printer: DEFAULT
E-mail confirmation: ☐	Status: N
Start date: [calendar icon]	Start time: [empty]
Output type: Auto-select	

Open parameters

Project: [empty]	Date: 12/08/2009 [calendar icon]
Period: 200810	

Fixed parameters

Agresso Business World TRA015 TRAIN1 U1

Date: this should be the transaction date. This will default to today's date.

Voucher no: if voucher number is left blank all the transaction lines will be uploaded as one journal. If you want the lines to be separate journals then enter a voucher number (i.e. 1, 2, 3 etc.). If you have ten transaction lines which should be one journal then all these line should have the same voucher number. **N.B. When using separate voucher numbers, the same number must be used for both the debit AND the credit line.**

Account: the account code for the transactions.

Project: the project code for the transactions.

Resource ID: the resource ID for the transactions. If the transaction is involved with staff, such as salary, the staff's resource ID will need to be entered.

Sub Nominal: more detailed level of account. For example, Pos Number (position).

Amount: the transaction amount. **You must enter positive values for debits and negative vales for credits.** If the spreadsheet does not balance it will not be uploaded.

Description: enter the reason for the journal entry. This will help for auditing purposes.

Period: the financial period the transaction is for. You can only enter transactions for open financial periods.



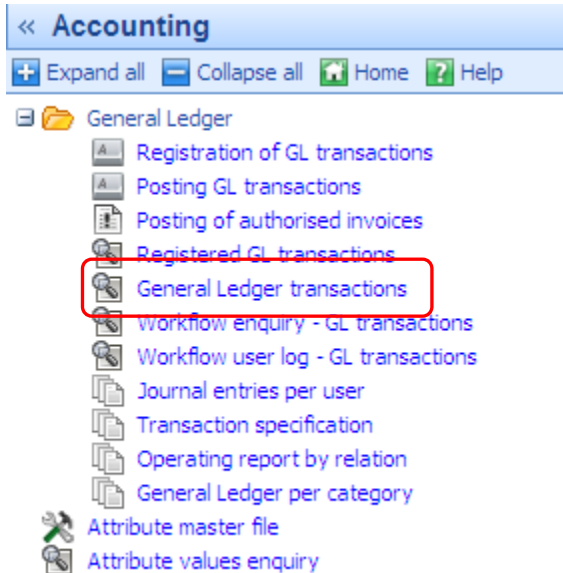
Account Check and Project Check columns will verify that the accounts and projects used in the spreadsheet are codes that you have access to in Agresso. If the code is not allowed you will see 'Error – Project code' or 'Error – Account code' otherwise the columns will display 'OK'.



Save the changes and when complete email the spreadsheet to the Payment Supervisor at fos001@bangor.ac.uk. The Payment Supervisor will upload the contents of your spreadsheet into Agresso.

Running a General Ledger transaction enquiry

Other enquiries/reports can be found in the **Reports** section of Agresso. This section shows you how to run a standard transaction enquiry in the **General Ledger folder**.



In the **Accounting** section of Agresso, click into the **General Ledger** folder and choose:

General Ledger Transactions

The following window will open:

The screenshot shows the 'General Ledger transactions (U1)' window. The 'Selection criteria' section has several input fields. A blue arrow points from a text box to the 'Search' button.

Selection criteria

Account like	
Company like	U1
Period like	
Trans.date like	
TransNo like	
TT like	

Results

Search [X] Detail level: All levels [v]
Copy to clipboard Rows per page: 100 [v]

#	TT	TransNo	#	Trans.date	Period	Account	Cat1	Cat2	TC	Text	Amount
This table is currently empty											

Agresso Business World TRA002 FOSA05 U1



Use any/all selection criteria to narrow your search.

Click **Search**.



If you leave the criteria boxes blank, the enquiry will still run and you will see all transactions within your access. However, this can take a long time to run.

General Ledger transactions (U1)

Choose columns | Add to shortcuts | Help

Selection criteria

Results

Search | Detail level: **All levels** | Copy to clipboard | Rows per page: 100

#	TT	TransNo	#	Trans.date	Period	Account	Cat1	Cat2	TC	Text	Amount
1	AP	20004943	0	14/08/2008	200802	621	1110	HAD650	PG	eb-028016 Bunzl Cleaning & Hygein...	329.47
Σ1					200802						329.47
3	AP	20009510	2	06/08/2008	200803	621	0310	B35550	PG	bs-in26803 Small blue roll	123.35
4	AP	20009510	1	06/08/2008	200803	621	0310	B35550	PG	bs-in26803 Blue roll Large	50.51
5	AP	20009510	0	06/08/2008	200803	621	0310	B35550	PG	bs-in26803 Facia tissues	29.38
Σ1					200803						203.24
7	AP	20010924	0	09/10/2008	200804	621	1030	Y53510	PG	eb-028289 Toilet Rolls Order:5546...	244.62
8	AP	20010923	0	09/10/2008	200804	621	1030	Y53510	PG	eb-028288 Toilet Roll Order:55461	266.26
9	AP	20013866	1	10/09/2008	200804	621	0310	B35550	PG	bs-in27152 Small blue roll	123.35
10	AP	20013866	0	10/09/2008	200804	621	0310	B35550	PG	bs-in27152 large blue roll	50.51
11	AP	20010920	0	02/10/2008	200804	621	1030	Y53510	PG	eb-028285 Toilet Rolls Order:5545...	53.25
12	AP	20010919	0	02/10/2008	200804	621	1030	Y53510	PG	eb-028284 Toilet Roll Order:55454	133.13
13	AP	20010918	0	02/10/2008	200804	621	1030	Y53510	PG	eb-028283 Toilet Roll Order:55453	133.13

The example above shows all transactions listed under the account code 621 (toilet tissues). The transactions are subtotalled by period. In order to see results at transaction level, ensure the detail level is set at **All Levels**.

Explanation of Columns

TT	Transaction Type
Trans No	Transaction number (assigned automatically)
#	Sequence Number (the line number with the transaction table)
Trans. Date	The date the transaction was posted
Period	The financial period in which the transaction was posted
Account	The Account code the transaction was posted against
Cat 1	The Costc code the transaction was posted against
Cat2	The Activity code the transaction was posted against
TC	Tax Code
Text	This is the description entered when the transaction is created
Amount	The amount for the transaction line. Red is for CREDIT, black is for DEBIT



Click on a **transaction number** to see further details.

Transaction details (U1)

Documents Add to shortcuts Help

Transaction listing

Transaction number	#	Description	Amount	TC	TT	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Company
20010918	3	eb-028283 Toilet Roll Order:55453	-19.83	0	AP	V01	9901	B96900						U1
20010918	1	eb-028283 Toilet Roll Order:55453	-133.13	0	AP	K01	1030	Y53510	201741					U1
20010918	2	eb-028283 Toilet Roll Order:55453	19.83	0	AP	V01	9901	B96900						U1

Transaction details

Please select a row in the corresponding table to populate this section

[Image](#) This section is currently empty

Agresso Business World TFI009 FOSA05 U1



Click on the line you require to see further transaction details and the scanned invoice (where available).

Transaction details (U1)

Documents Add to shortcuts Help

Transaction listing

Transaction number	#	Description	Amount	TC	TT	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Company
20004943	1	eb-028016 Bunzl Cleaning & Hygein...	-329.47	0	AP	K01	1110	HAD650	200256					U1
20004943	2	eb-028016 Bunzl Cleaning & Hygein...	-49.07	0	AP	V01	9901	B96900						U1
20004943	3	eb-028016 Bunzl Cleaning & Hygein...	-49.07	0	AP	V01	9901	B96900						U1

Transaction details

Company: U1
 Prifysgol Bangor University
 InvoiceNo: 45/683314
 AP/AR ID: B1604
 Bunzl Cleaning & Hygiene Supplies
 AP/AR Type: P
 Fiscal year: 2008
 Period: 200802
 Transaction date: 14/08/2008
 Valuedate: 10/09/2008
 Curr. amount (GBP): -329.47
 Amount (GBP): -329.47
 ExchRate: 1.000000
 Amount 3 0: 0.00
 Amount 4 0: 0.00

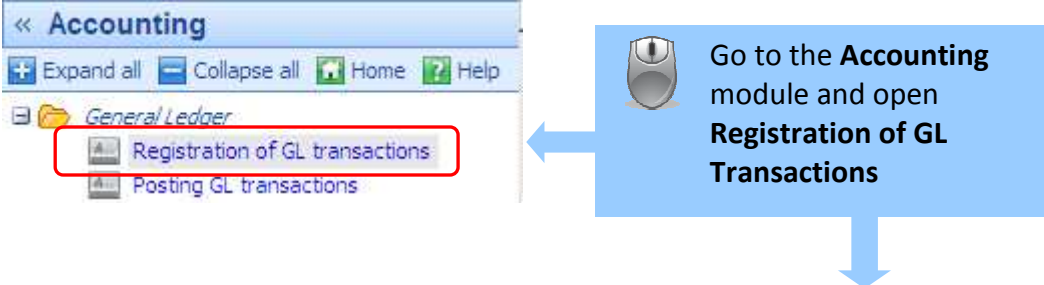
Image

Zoom in Zoom out Download document Print

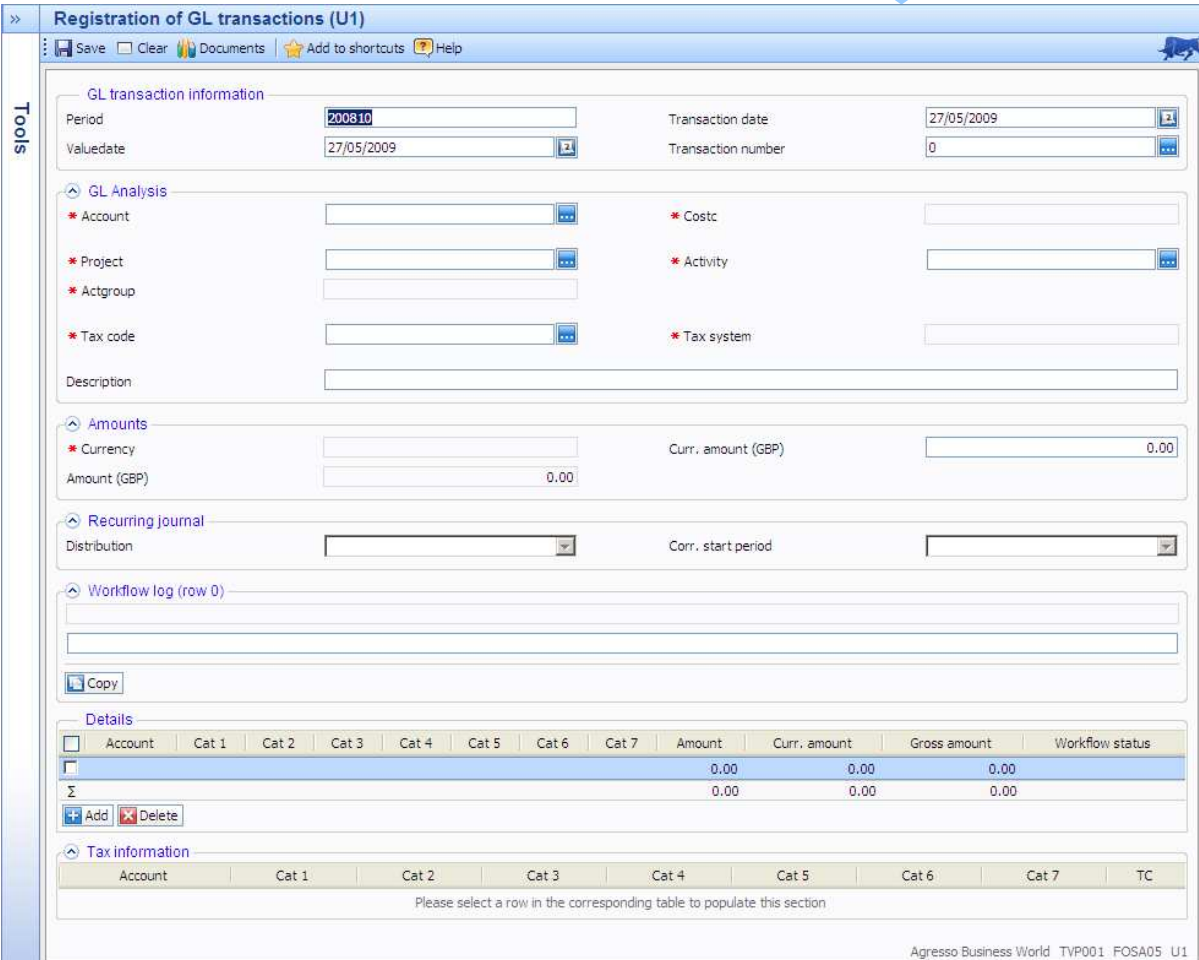
Agresso Business World TFI009 FOSA05 U1

Transferring costs (internal recharges)

Transferring costs from one department or project to another is a very similar process to registering a journal.



Go to the **Accounting** module and open **Registration of GL Transactions**



Registration of GL transactions (U1)

GL transaction information

Period: 200810 Transaction date: 27/05/2009

Valuedate: 27/05/2009 Transaction number: 0

GL Analysis

* Account: * Costc:

* Project: * Activity:

* Actgroup:

* Tax code: * Tax system:

Description:

Amounts

* Currency: Curr. amount (GBP): 0.00

Amount (GBP): 0.00

Recurring journal

Distribution: Corr. start period:

Workflow log (row 0):

Copy

Details

Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Amount	Curr. amount	Gross amount	Workflow status
								0.00	0.00	0.00	
Σ								0.00	0.00	0.00	

Add Delete

Tax information

Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	TC
Please select a row in the corresponding table to populate this section								

Agresso Business World TVP001 FOSA05 U1



If you are transferring a cost from department A to department B, then you must **CREDIT** department A (by inputting as a **NEGATIVE** value), and **DEBIT** department B (by inputting as a **POSITIVE** value).

GL transaction information			
Period	200810	Transaction date	12/08/2009
Valuedate	12/08/2009	Transaction number	0



Leave **GL Transaction information** as default unless required otherwise.

GL Analysis	
* Account	033
Local Allocations - internal/intra	
* Project	
* Actgroup	



Enter **Account** code **033** for transfers within a department (i.e. project code to project code) or **044** for transfers outside of your department (i.e. Finance to IT Services).

Tab down to **Project**. Enter the code of the project you are taking funds from. This will automatically generate the relevant codes (Costc, Activity, Actgroup, Tax). Type in a description for the transaction.

GL Analysis			
* Account	033	* Costc	0000
Local Allocations - internal/intra		* Activity	School of Gastronomic Science
* Project	B13336	* Tax system	PFTRANSFER
Staff Costs		Transfer to/from Other Headings	
* Actgroup	ACDEXP		
* Tax code	PX		NR
Departmental Expenditure		Non Recoverable	
Purchases - Outside the Scope of VA...			
Description	transfer 50% of training costs for Buck Hend from B13100 to B13336		
Amounts			
* Currency	GBP	Curr. amount (GBP)	200.00
Amount (GBP)	200.00		



Tab down to the **Amounts** section. Enter the amount as a **POSITIVE** value in the **Curr.amount (GBP)** box, and tab again to autofill the **Amount (GBP)** box.

The information will automatically populate the journal line in the **Details** section.

Details

	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Amount	Curr. amount	Gross amount
	033	0000	B13336			PFTRANSFER		ACDEXP	200.00	200.00	200.00
									200.00	200.00	200.00

2



Click the **Add** button to complete the balancing line. This will bring up a new, blank GL registration screen.

GL Analysis

* Account	033 Local Allocations - Internal/Intra	* Costc	0000 School of Gastronomic Science
* Project	B13100 General Account	* Activity	PFTRANSFER Transfer to/from Other Headings
* Actgroup	ACDEXP Departmental Expenditure		
* Tax code	PX Purchases - Outside the Scope of VA...	* Tax system	NR Non Recoverable
Description	transfer 50% of training costs for Buck Hend from B13100 to B13336		

Amounts

* Currency	GBP	Curr. amount (GBP)	-200.00
Amount (GBP)	-200.00		

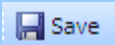


In the **GL analysis** section, enter **Account** code again and tab down to **Project**. Enter the project code you are transferring funds to . Use the same description for the transaction. Enter the amount as a **NEGATIVE** figure.

Details

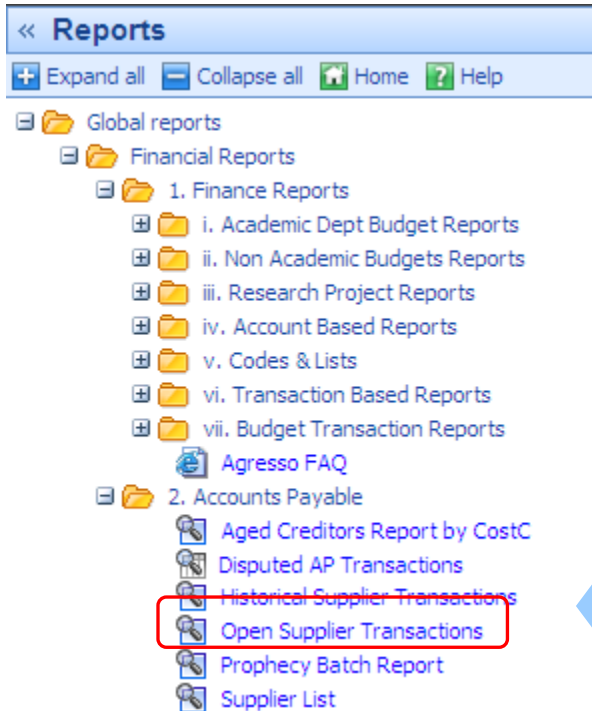
	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Amount	Curr. amount	Gross amount
	033	0000	B13336			PFTRANSFER		ACDEXP	200.00	200.00	200.00
	033	0000	B13100			PFTRANSFER		ACDEXP	-200.00	-200.00	-200.00
Σ									0.00	0.00	0.00



Check the **Details** section to ensure the lines balance. Click  **Save** to submit the journal to workflow.

Finding out if an invoice has been paid (running an open supplier report)

An open supplier report will give details of all outstanding invoices by supplier, cost code or department. It is a good report to run when you want to find out if a certain supplier or invoice has been paid, or to look at outstanding commitments (monies still to be paid) for your department/project.



In the **Reports** section of Agresso, go to:

Financial Reports→
Finance Reports→
Accounts Payable→

Open Supplier Transactions

The following window will open:

The screenshot shows the 'Open Supplier Transactions (U1)' report window. The window has a title bar 'Open Supplier Transactions (U1)' and a menu bar with 'Choose columns', 'Chart setup', 'Add to shortcuts', and 'Help'. Below the menu bar is a green bar with a message: 'Please enter parameters, then click 'Search' to run report'. The main area is divided into two sections: 'Report description' and 'Selection criteria'. The 'Selection criteria' section has several fields: 'SuppID like', 'InvoiceNo like', 'Text like', 'Department like', 'Status like' (set to '*'), 'Project like', 'SuppID not like' (set to 'A0000'), and 'Company like' (set to 'U1'). Below the 'Selection criteria' section is the 'Results' section. It has a 'Search' button, a 'Detail level' dropdown (set to 'All levels'), a 'Copy to clipboard' button, and a 'Rows per page' dropdown (set to '100'). Below these is a table with the following columns: '#', 'SuppID', 'SuppID (T)', 'TT', 'Inv.date', 'Due date', 'OrderNo', 'InvoiceNo', 'TransNo', 'Text', 'Cur', 'Curr. amount', 'Amount', 'Rest curr.amnt.', 'Period', 'Status', 'PM', and 'ProphBatch'. The table is currently empty, and a message at the bottom says 'This table is currently empty'. The footer of the window says 'Agresso Business World TRA002 FOSA05 U1'.

Use the selection criteria to run your report by project, supplier or other criteria.

Selection criteria

SuppID like

InvoiceNo like

Text like

Department like

Status like *

Project like

SuppID not like A0000

Company like U1

For example, to find out all open invoices for a certain supplier, enter the supplier ID in the relevant box and click **Search**.

To find out all open invoices against a project code, enter the project code in the relevant box and click **Search**.

To find out if a particular invoice is still to be paid, enter the **invoice number** and click **Search**.



Remember you can use field help to source a supplier ID or code. Details of how to use field help can be found in the 'Agresso Basics and Familiarisation' section of this manual.

Results

Search Detail level All levels

Copy to clipboard Rows per page 100

#	SuppID	SuppID (T)	TT	Inv.date	Due date	OrderNo	InvoiceNo	TransNo	Text	Cur	Curr. amount	Amount	Rest curr.amnt.	Period	Status	PM	ProphBatch
1	S9020	Snowdonia Fire Protection Ltd	I2	31/03/2009	30/04/2009	0	107613	20036516	ch-in16165 [replacement of fire ext.in 6th floor lab	GBP	-29.99	-29.99	-29.99	200809	P	IP	207648
Σ 1	S9020	Snowdonia Fire Protection Ltd									-29.99	-29.99	-29.99				
Σ											-29.99	-29.99	-29.99				

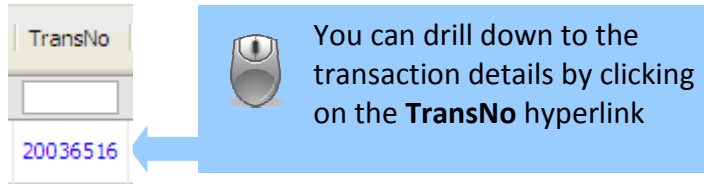
Agresso Business World TRA002 FOSA05 U1

Status codes

Agresso status codes vary depending on the enquiry or screen you are in. For open supplier transactions, the status codes are as follows:

P – the transaction is currently being registered and is not yet posted to be paid

N – this has been posted and is now ready to be considered in a payment run



Transaction details (U1)

Documents | Add to shortcuts | Help

Transaction listing

Transaction number	#	Description	Amount	TC	TT	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Company
20036516	0	ch-in16165 replacement of fire ext...	-29.99	0	I2	K01	0320	B31124	207648					U1

Transaction details

Company: U1
Prifysgol Bangor University

InvoiceNo: 107613

AP/AR ID: S9020
Snowdonia Fire Protection Ltd

AP/AR Type: P

Fiscal year: 2008

Period: 200809

Transaction date: 31/03/2009

Valuedate: 27/04/2009

Curr. amount (GBP): -29.99

Amount (GBP): -29.99

ExchRate: 1.000000

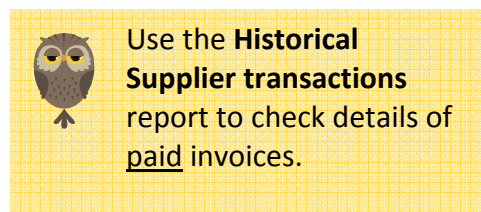
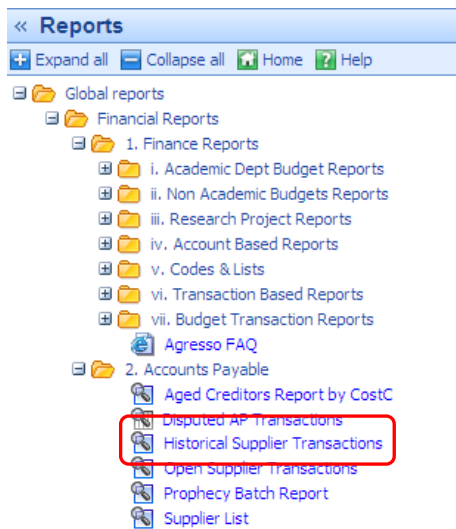
Amount 3 (): 0.00

Amount 4 (): 0.00

Image: This section is currently empty

Agresso Business World TF1009 FOSA05 U1

Historical Supplier Transactions



Selection criteria

SuppID like	B1604	...
InvoiceNo like		
Text like		
Department like		...
Project like		...
Company like	U1	



Choose which criteria you wish to search on, and enter the relevant code in the box. alternatively, to find out if a particular invoice has been paid, type in the invoice number.
Click **Search**.

TT	InvoiceNo	Inv.date	Due date	Pay date	TransNo	Amount	Text	S	PM	ProphBatch
PY	808204	20/08/2008		20/08/2008	10000001	554.48		N		
PY	809031	04/09/2008		04/09/2008	10000317	983.13		N		
PY	809241	25/09/2008		25/09/2008	10000664	329.47		N		
PY	810151	15/10/2008		15/10/2008	10001266	199.16		N		

The example above shows a report returned when searching for all paid invoices for a particular supplier. You can narrow your search by typing other information you may have, such as the invoice date, in the relevant column and clicking **Search** again.

Inv.date
04/01/2008
20/08/2008
04/09/2008
25/09/2008

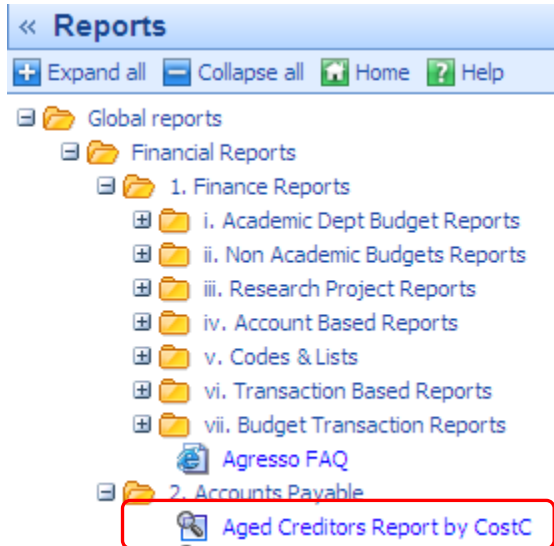
	TransNo	Amount
08	10000001	554.48
08	10000317	983.13
08	10000664	329.47



Click on the **TransNo** hyperlink to view further details.

Aged Creditor Report

An Aged Creditor Report will give you details on outstanding payments per creditor for each costc (department).



In the **Reports** module,
go to:

Financial Reports→
Finance Reports→
Accounts Payable→

Aged Creditors Report by CostC

The following window will open:

The screenshot shows the 'Aged Creditors Report by CostC' window. It has a 'Selection criteria' section with three input fields: 'Costc like' (empty), 'ID 1 like' (containing 'C1'), and 'Company like' (containing 'U1'). Below is a 'Results' section with a 'Search' button, a 'Detail level' dropdown (set to 'All levels'), and a 'Copy to clipboard' button. Below these are two dropdowns: 'Rows per page' (set to '100') and a 'Table' dropdown. The table has 8 columns: '#', 'SupplID', 'SupplID (T)', 'Overdue > 30', 'Overdue 0-30', 'Not Due 1-7', 'Not Due 8-30', 'Not Due 31-90', and 'Not Due > 91'. The table is currently empty, with a message 'This table is currently empty' at the bottom. The footer shows 'Agresso Business World TRA002 FOSA05 U1'.



Enter the Costc (use Field help if required) and click **Search**.

Results

Search Detail level: All levels

Copy to clipboard Rows per page: 100

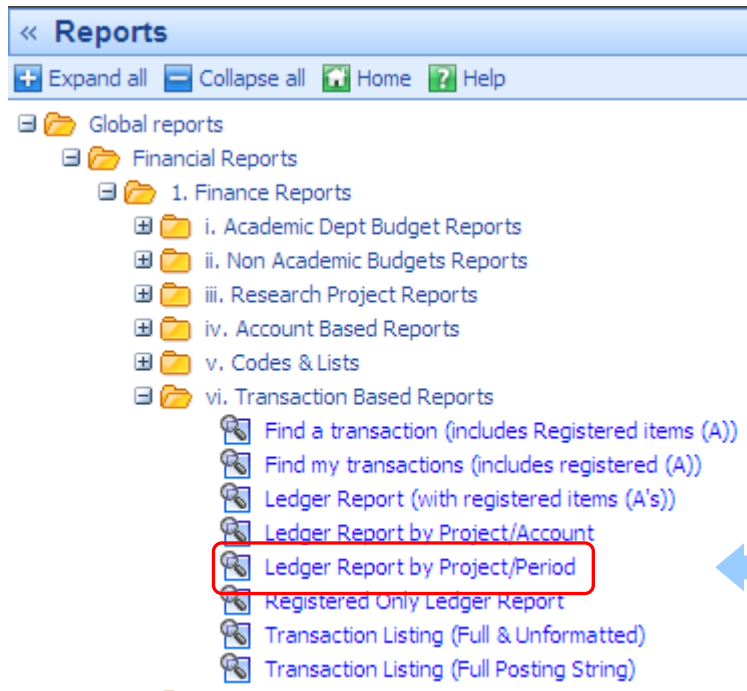
#	SuppID	SuppID (T)	Overdue > 30	Overdue 0-30	Not Due 1-7	Not Due 8-30	Not Due 31-90	Not Due > 91
I	X643I	Xerox (UK) Ltd	0.00	-109.32	0.00	0.00	0.00	0.00
ΣI	033I	CAMS	0.00	-109.32	0.00	0.00	0.00	0.00
Σ			0.00	-109.32	0.00	0.00	0.00	0.00

Agresso Business World TRA002 FOSA05 U1

The report will show any outstanding monies owed for each supplier, against 'due' columns.

Running a Ledger Report

A ledger report will show all transactions (income and expenditure) for your project or account. You can choose to list the report by account (i.e. type of product/service) or period (i.e. transactions month on month). You can choose your report to include registered items.



In the **Reports** module, go to:

**Financial Reports→
Finance Reports→
Transaction Based Reports→**

**Ledger Report by
Project/Period.**

The screenshot shows the 'Ledger Report by Project/Period (U1)' form. At the top, there's a header bar with 'Ledger Report by Project/Period (U1)', 'Choose columns', 'Chart setup', 'Add to shortcuts', and 'Help' icons. Below this is a form with two sections: 'Report description' and 'Selection criteria'. The 'Selection criteria' section has five fields: 'Project like' (empty), 'Account like' (empty), 'Period between' (200801), 'Account not in list' ('D01', 'K01'), and 'Company like' (U1). Each field has a small blue icon to its right.



Enter your project code and/or account code. You can also narrow your report to a specific period.

The report lists all transactions on the ledger, and subtotals them by period.

Ledger Report by Project/Period (U1)

Choose columns | Chart setup | Add to shortcuts | Help

Report description

Selection criteria

Results

Search: [] Detail level: Level 2 - Period [v] Copy to clipboard Rows per page: 100 [v]

#	Period	Account	Account (T)	Trans.date	TT	TT (T)	#	TransNo	Amount	Description	Cat3	Cat3 (T)	Cat5	Cat5 (T)	Ap/Ar ID	Ap/Ar ID (T)	Invoice
Σ2	200801								-6,243.00								
Σ2	200802								3,235.00								
5	200803	055	Internal Payment of Tuition/Hall Fees	10/10/2008	JR	Registered GL Journal	51	19001094	3,300.00	Tuition Fees 2008/2009 Kathryn Burdis 500167989							
Σ2	200803								3,300.00								
Σ2	200805								-6,535.00								
Σ1		B13074	SGS Scholarships Fund						-6,243.00								
Σ									-6,243.00								

Click on the + sign to see a list of transactions for the period, or choose **All Levels** from the **Detail Level** dropdown list to see all periods at transaction level.

Detail level: All levels [v]

Rows per page: All levels [v]

Level 2 - Period [v]

Level 1 - Project [v]

#	Period	Account
+	Σ2	200801
4	200802	301
5	200802	401
6	200802	557
-	Σ2	200802
+	Σ2	200803

#	Period	Account	Account (T)	Trans.date	TT
		532			



You can tailor your report by using the column headers and clicking **Search** again. In the example above, the report will return all transactions for account 532 only.

TransNo
19004844



You can drill down to the transaction details by clicking on the **TransNo** hyperlink.

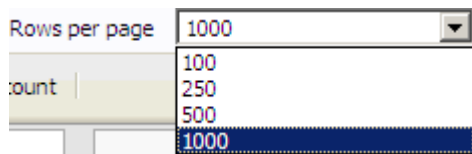


You can also transfer reports and enquiries to Microsoft Excel, by clicking on the  **Copy to clipboard** button. Click this button, then go to MS Excel and choose **edit>paste**.

Transferring to Excel is highly recommended if you want to print the report.



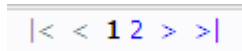
Copy to clipboard will only copy the report page by page



Ensure **Rows per page** are set to maximum.



Scroll down to the bottom of the enquiry screen to check how many enquiry pages there are to print.

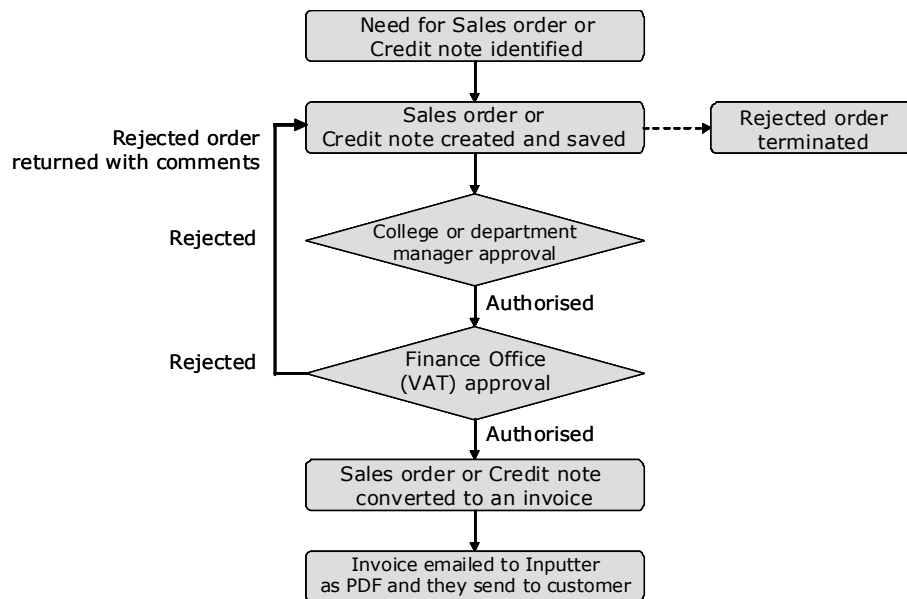


The copy to clipboard feature is only available if you access Agresso via Internet Explorer. You will not see this button on screen if you access Agresso via Firefox or other browser.

Customers and Sales



The sales order workflow process



A workflow is a series of steps which are automated within Agresso, which require some human interaction to progress onto the next step. All sales orders should follow the workflow process shown above. There are parts of this workflow that rely purely on human decisions, such as whether to approve or reject the order. However most of the workflow is automated because it is actually 'built in' to the system. The workflow is explained below:

1. The business need for a customer to be invoiced is identified.
2. The inputter raises a sales order in Agresso and saves it.
3. Agresso generates a unique order number.
4. The sales order is automatically workflowed to the correct budget holder for approval. The budget holder has the ability to authorise or reject the order.
5. Once authorised, the sales order is then automatically workflowed to the Finance Office for a final VAT check. They also have the ability to approve or reject the order.
6. Once approved by both the budget holder and the Finance Office, the sales order will be automatically converted into a sales invoice and a sales invoice with a unique number assigned.
7. The sales invoice is emailed to the inputter as a PDF (an electronic image of the sales invoice).
8. The inputter sends the invoice to the customer.

Raising a sales order

You will find the sales order screen in the **Customers and Sales** section of Agresso.



- Customer information
- Sales orders

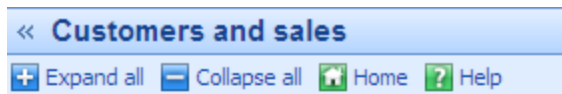
There are two folders (subject to your access):



Customer information allows you to view customer details and any information held against them. It also allows you to request and print a copy invoice and/or statement of accounts.



Sales Orders allows you to create and submit sales orders and credit notes, and to check their workflow status.



- Customer information
 - Customer
 - Maintenance of open items
 - Workflow enquiry - Open items
 - Workflow user log - Open items
 - Statement of accounts
 - Copy invoice
- Sales orders
 - Simple sales orders**
 - Workflow enquiry - Sales orders



In the **Customers and sales** section of Agresso, click into the **Sales orders** folder and choose:

Simple sales orders

The following window will open:

Simple sales orders (U1)

Save Clear Open Add to shortcuts Help

Sales order

OrderNo: 0

* CustID: [Value cannot be blank.]

* Order type: Sales Order

* Responsible: Clare Brass

External ref:

Project code:

* Status: To invoice

* Input by: Clare Brass

* Currency:

Delivery

Address: Invoice address

Invoice text:

Terms:

Order lines

#	Status	Product	Description	Unit	Number	Price	Curr. amount	Amount	Tax curr.amount	Tax amount	Cur
1	To invoice					0.00	0.00	0.00	0.00	0.00	
Σ							0.00	0.00			

+ Add - Delete Reset Park Close Terminate

Details

Product text:

Workflow log (row 1)

Copy

GL Analysis

* Account:

* Tax code:

Tax system:

The window is split into eight sections:

- **Sales order**
- **Delivery Address**
- **Invoice text**
- **Terms**
- **Order lines**
- **Details**
- **Workflow log**
- **GL Analysis**

Sales order section

Sales order

OrderNo	0		
* CustID			
* Order type	Sales Order	* Status	To invoice
* Responsible	Clare Brass	* Input by	N
External ref		* Currency	Clare Brass
Project code			

Value cannot be blank.



Enter the Customer ID. This will begin with the letter D. Use field help if you are unsure (see 'Agresso Basics and Familiarisation' for more information on field help).

Order type: Defaulted to sales order.



Status: the default is to invoice.

Responsible: This is the person who will appear on the sales invoice as the contact. This is also the person who receives the sales invoice.

Input by: This is the person inputting the sales order (i.e. you), so it is usually the same as the responsible field.



External Ref: you need to enter any quotation or reference here that is relevant to the customer. This will print on the invoice.

Currency: This will match the customer's preferred currency (usually GBP unless an overseas customer).

Pay Method: This can be left as the default setting which is cheque.

Payment

Terms: Leave as default – this is linked to the customer.



Project Code: Enter the relevant project code. This will automatically populate the Project, Costc and Activity codes in the **GL Analysis** section.

Delivery

Address

Invoice address

National Centre for Ocean Forecasting (Invoice)

National Centre for Ocean Forecasting (General)

National Centre for Ocean Forecasting (Invoice)

EX1 3PB



In the **Delivery** section, ensure you select the correct address if the customer has more than one.

Use the **Invoice text** section only if you want a heading for your invoice.

Skip **Terms** section.

Order lines Section

#	Status	Product	Description	Unit	Number	Price	Curr. amount	Amount	Tax curr.amount	Tax amount	Cur
1	To invoice	N			0.00	0.00	0.00	0.00	0.00	0.00	GBP
Σ							0.00	0.00			

Buttons: Add, Delete, Reset, Park, Close, Terminate



Enter the correct product code i.e 213 Conference/Vacation Letting.



Enter a meaningful description. This will help the workflow process, auditing, and future analysis/searches if required.

The **Unit** section will populate automatically, so there is no need to change.



Enter the **Number** of units. This may be greater than one for physical products, but for a service it is likely to be one.



This is the Unit price of the product **excluding VAT**. If the price is automatically populated (based on the product type selected) then it should not be amended. If there is no default product price then you need to enter the price manually.

Curr Amount: This is the total amount in the applicable currency (usually GBP).

Amount: This is the total amount in GBP.

Tax curr.amount: This is the amount of tax payable in the applicable currency

Tax.amount: This is the amount of tax on GBP.

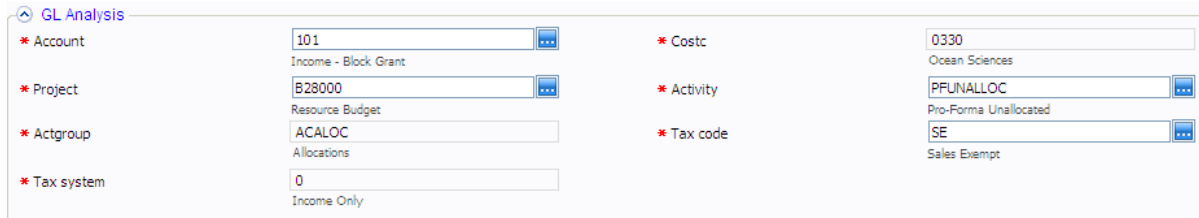
Product text: To add more detail to the description of the product, or any extra information for the customer, you can add in this box. This will print immediately below the detail for the invoice line.



For multiple line sales orders, click  for each subsequent line.

Skip **Workflow log**

GL Analysis Section



Field	Value	Options
* Account	101	Income - Block Grant
* Project	B28000	Resource Budget
* Actgroup	ACALOC	Allocations
* Tax system	0	Income Only
* Costc	0330	Ocean Sciences
* Activity	PFUNALLOC	Pro-Forma Unallocated
* Tax code	SE	Sales Exempt

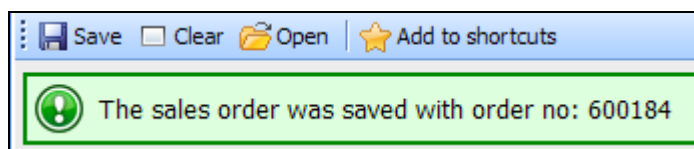
The GL Analysis section is auto-filled by the previous sections:

- Account:** This field is populated by the data added to the Product field
- Costc:** populated by the data added to Project Code
- Project:** populated by the data added to Project code in Sales order section.
- Activity:** populated by the data added to the Project code (Although Activity is actually a combination of Project code and Account code).
- ActGroup:** determined by the Account
- Tax Code:** determined by the Product. However, this can also be changed.
- Tax system:** this will always be zero.

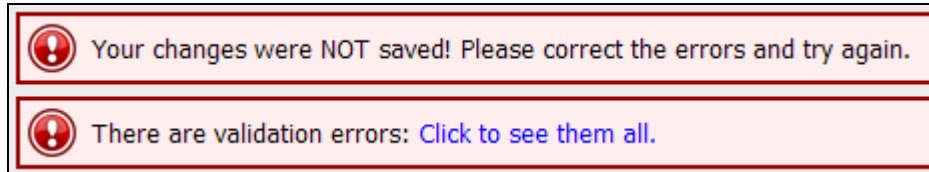


Once you have entered all the details you need to save your sales order, click **Save** in the top left hand corner of the screen.

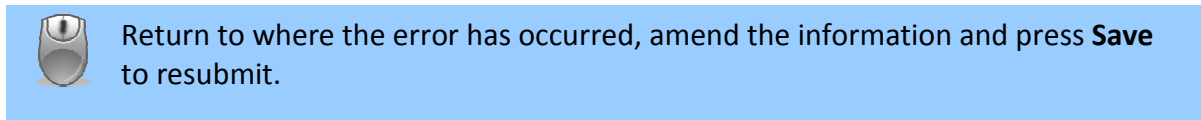
Agresso will run a check to make sure all the details are valid. If you have completed all the details correctly, a unique sales order number will be generated and you will see a message at the top of the screen. **All sales orders begin with a '6' and contain six figures.**



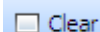
If you have omitted any details from the sales order, or entered any incorrectly, Agresso will return an error message and a link to the errors or omissions.



To resolve this:



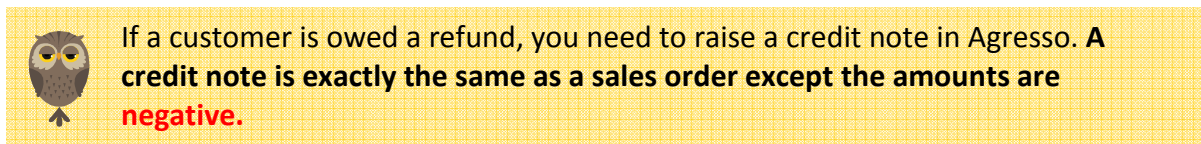
Once saved, the sales order will enter the workflow for approval.

To input another sales order without exiting the screen, click 

Invoices

Once a sales order has been approved, it will be converted into an invoice by an automated process that runs in the background of Agresso every 30 minutes. Agresso will then email the invoice in PDF format to the Responsible person on the original sales order. They can then print and send to the customer, or email to them directly.

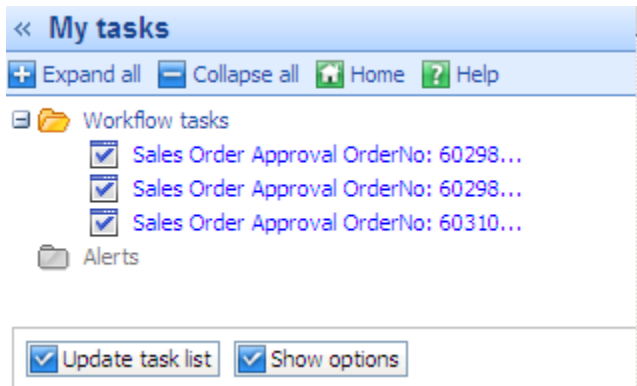
Raising a Credit Note



Approving/rejecting sales orders

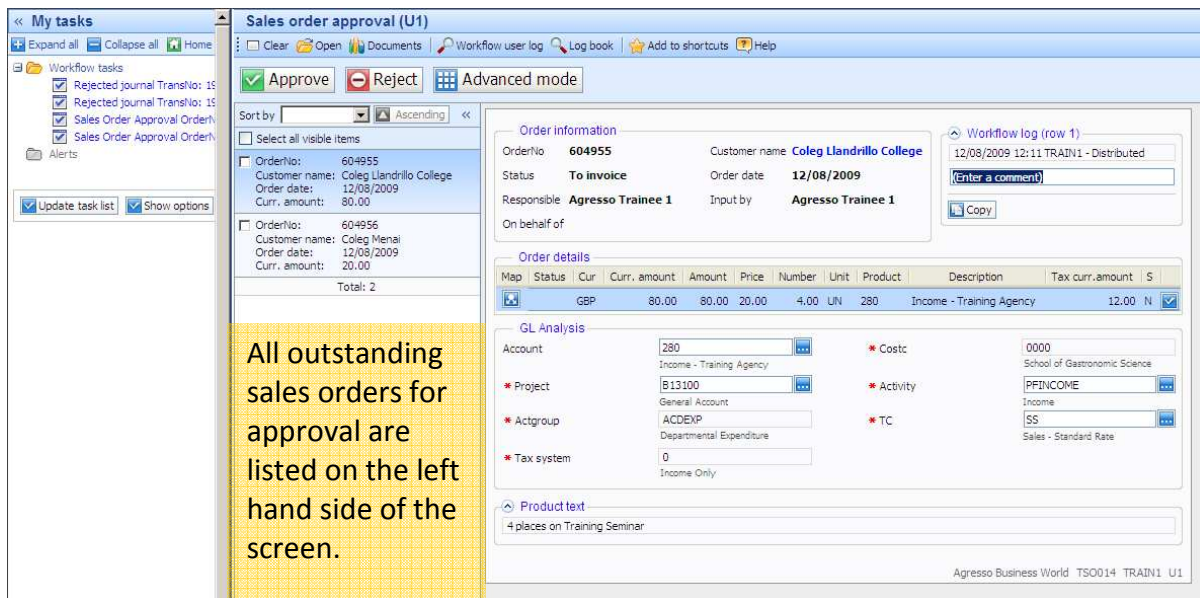


You need approval status in order to perform this task.



In the **My Tasks** section of Agresso, open the **Workflow Tasks** folder and choose the sales order you wish to action.

The following window will open:

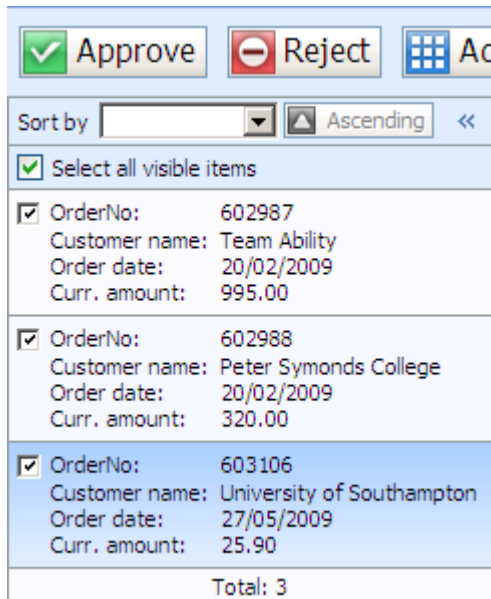


Details of the chosen (highlighted) sales order appears in the main screen.



The Approve and Reject buttons appear at the top of the screen.

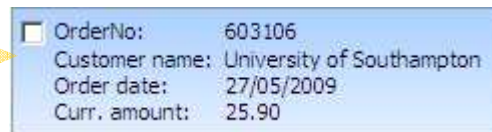
You can approve or reject sales orders in three ways:



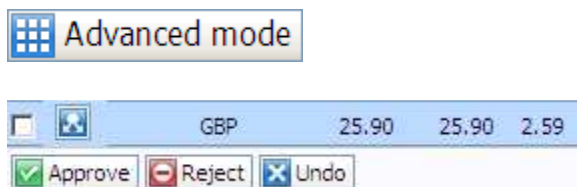
Buttons: Approve Reject Advanced mode	
Sort by Ascending <<	
☒ Select all visible items	
☒	OrderNo: 602987 Customer name: Team Ability Order date: 20/02/2009 Curr. amount: 995.00
☒	OrderNo: 602988 Customer name: Peter Symonds College Order date: 20/02/2009 Curr. amount: 320.00
☒	OrderNo: 603106 Customer name: University of Southampton Order date: 27/05/2009 Curr. amount: 25.90
Total: 3	

 **1. You can choose Select all visible items by clicking the box, and then Approve or Reject all/multiple sales orders with one click.**

 **2. You can review the blue highlighted sales order in the main screen and click either Approve or Reject**



☐	OrderNo: 603106 Customer name: University of Southampton Order date: 27/05/2009 Curr. amount: 25.90
--------------------------	--

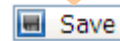


Advanced mode	
	GBP 25.90 25.90 2.59
Approve Reject Undo	

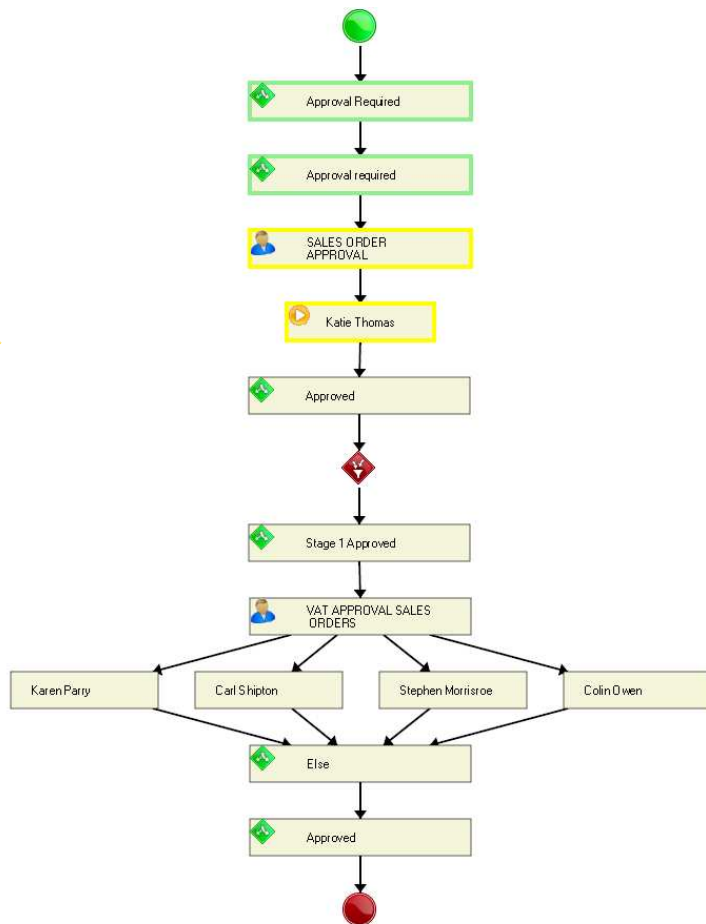
 **3. You can switch to Advanced Mode, which will enable you to approve/reject individual lines of a sales order. Click the white box on the relevant line and approve or reject.**



When approving or rejecting in **Advanced** mode, you must also save your changes by clicking on **Save** at the bottom of the page. This also gives you the option of choosing **Undo** before saving if you've made a mistake. Approving and rejecting in Simple mode will save automatically.



In both Simple and Advanced mode, you can click on the Workflow icon  to see the workflow for each sales order.



Workflow log (row 1)

27/05/2009 11:16 PSS80A - Distributed

we already have fishfinger sandwiches

 Copy



All rejected sales orders require a comment. This enables the initiator to either amend or cancel the order. If you click reject before leaving a comment, a pop-up window will prompt you.

Sales Order Approval - Reject

Enter your comment

 Reject

You will receive a confirmation once your approval/rejection has been saved.

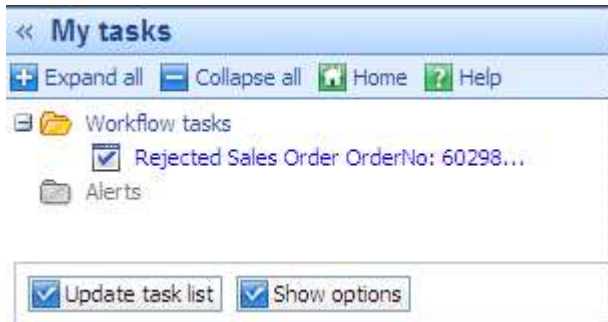
 The item is successfully processed. You are now ready to process the next item.



Once you have approved or rejected a sales order, you can remove the task from your Workflow Tasks folder by clicking  Update task list

Amending/closing a rejected sales order

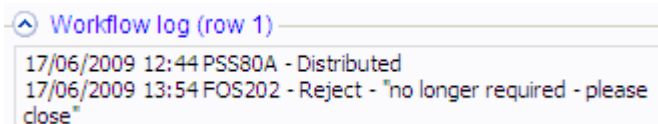
If your sales order has been rejected, you will receive a task in your **Workflow Tasks** folder.



Open your **Workflow Tasks** folder and click on your rejected order. The Approval window will open.

The 'Sales order approval (U1)' window contains several sections:

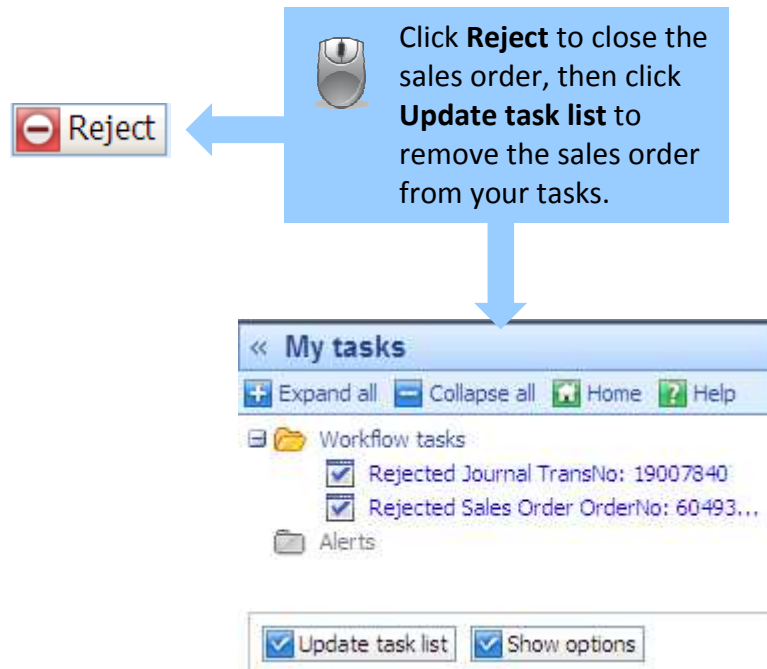
- Order information:** OrderNo: 604938, Customer name: Coleg Llysfasi, Status: To invoice, Order date: 17/06/2009, Responsible: Justin Tyme, Input by: Justin Tyme.
- Workflow log (row 1):** 17/06/2009 12:44 PSS80A - Distributed, 17/06/2009 13:54 FOS202 - Reject - "no longer required - please close".
- Order details:** A table with columns: Map, Status, Cur, Curr. amount, Amount, Price, Number, Unit, Product, Description, Tax curr. amount, S. The row shows: GBP, 250.00, 250.00, 250.00, 1.00, UN, 264, Income - Hire of Rooms, 37.50, N.
- GL Analysis:** Fields for Account (264), Project (J08905), Actgroup (ROTH001), Tax system (0), Costc (0140), Activity (ROTH2.4), and TC (SS).
- Product text:** Hire of Finance conference room 1st June 2009.



Read the workflow log for comments/instructions

Depending on the reason for rejection, you can either cancel the sales order, or amend and re-submit it.

Closing a rejected sales order



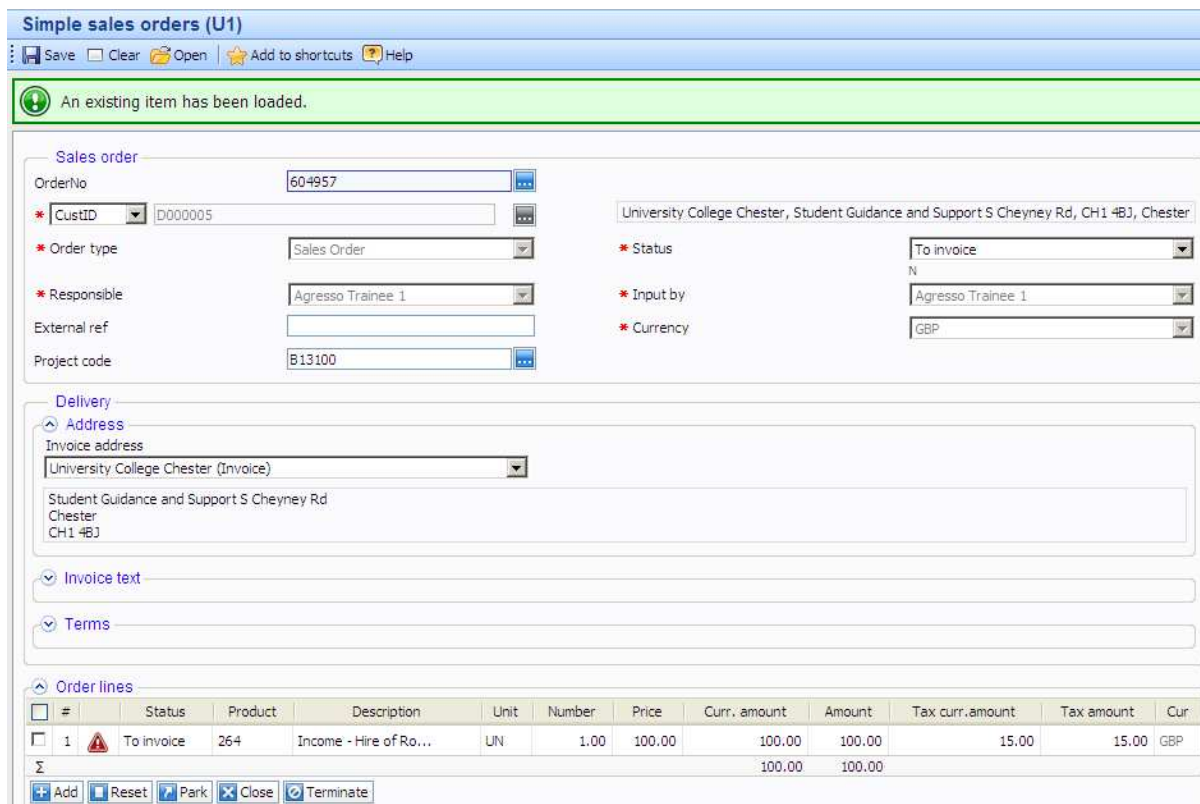
The sales order has now been closed.

Amending a rejected sales order

If you have a rejected sales order that requires amending, you must go to the **Simple Sales Order** screen and open the order.



Click on **Open** and enter the sales order number in the field.
Tab to populate the order screen.



#	Status	Product	Description	Unit	Number	Price	Curr. amount	Amount	Tax curr.amount	Tax amount	Cur
1	To invoice	264	Income - Hire of Ro...	UN	1.00	100.00	100.00	100.00	15.00	15.00	GBP
Σ							100.00	100.00			



If you have a multi line sales order, there will be a red warning icon next to each line that requires amending. Click on the order line to amend and see Workflow log.

Simple sales orders (U1)

Save Clear Open Add to shortcuts Help

Sales order

OrderNo: 604957

* CustID: D000005

* Order type: Sales Order

* Responsible: Agresso Trainee 1

External ref:

Project code: B13100

* Status: To invoice

* Input by: Agresso Trainee 1

* Currency: GBP

University College Chester, Student Guidance and Support S Cheyney Rd, CH1 4BJ, Chester

Delivery

Address

Invoice address: University College Chester (Invoice)

Student Guidance and Support S Cheyney Rd
Chester
CH1 4BJ

Invoice text

Terms

Order lines

#	Status	Product	Description	Unit	Number	Price	Curr. amount	Amount	Tax curr.amount	Tax amount	Cur
1	To invoice	264	Income - Hire of Rooms	UN	1.00	100.00	100.00	100.00	15.00	15.00	GBP
Σ							100.00	100.00			

Add Reset Park Close Terminate

Details

Product text: Hire of room for training

Workflow log (row 1)

12/08/2009 12:42 TRAIN1 - Distributed
12/08/2009 12:42 TRAIN1 - Reject - "Amend to £50.00"

(Enter a comment)



Tab through the sales order screen and make amendments where required/ click the button to apply your changes.



Click **Save** to enter back into workflow. You will be given a confirmation message.



The item is successfully processed.



Click on **Update task list** to remove the sales order from your tasks.

My tasks

Expand all Collapse all Home Help

Workflow tasks

- ☒ Rejected Journal TransNo: 19007840
- ☒ Rejected Sales Order OrderNo: 60493...

Alerts

☒ Update task list ☒ Show options

Checking the status of a sales order in workflow



In the **Customers and Sales** section of Agresso, click into the **Sales orders** folder and choose:

Workflow enquiry – Sales orders

The following screen will appear:

The screenshot displays the 'Workflow enquiry - Sales orders (U1)' interface. It includes a green banner with the instruction: 'Please enter parameters, then click 'Search' to run report'. Below this, there are 'Selection criteria' fields for 'Company like', 'Workflow state like', and 'Task owner like'. The 'Results' section contains a 'Search' button, a 'Detail level' dropdown set to 'All levels', and a 'Rows per page' dropdown set to '100'. A table header is shown with columns: #, Process, Step, Task owner (T), Workflow state (T), OrderNo, Resp, CustID (T), Product, Description, Unit, Unit descr, Account, Cat 1, Cat 2, Ordered, Amount, Invoiced, S. The table body is empty, with a message 'This table is currently empty' at the bottom. The footer reads 'Agresso Business World TRA002 FOSA05 U1'.

You can search for your sales order by workflow state or task owner.



Click **Search** to display the sales orders. The oldest will be displayed at the top.

Workflow enquiry - Sales orders (U1)

Choose columns | Add to shortcuts | Help

Selection criteria

Results

Search | Detail level: All levels | Copy to clipboard | Rows per page: 100

#	Process	Step	Task owner (T)	Workflow state (T)	OrderNo	Resp	CustID (T)	Product
1	Sales Order Approval	Rejected Sales Order		Workflow in progress	601202	CBS20C	North West Wales Management Dev Cen...	243 Dictionary
Σ 1					601202			
3	Sales Order Approval			Workflow in progress	602108	ISS018	NLIAH	268 Installation &
4	Sales Order Approval			Workflow in progress	602108	ISS018	NLIAH	248 text help rea
5	Sales Order Approval	Sync step		Workflow in progress	602108	ISS018	NLIAH	269 Software Sup
6	Sales Order Approval			Workflow in progress	602108	ISS018	NLIAH	299 Franklin spea
7	Sales Order Approval			Workflow in progress	602108	ISS018	NLIAH	248 MS Office 20
Σ 1					602108			
9	Sales Order Approval	VAT approval Sales Orders		Workflow in progress	602222	CBS602	Canolfan Datblygu Addysg Uwch	299 Paratoi a chy
10	Sales Order Approval	VAT approval Sales Orders		Workflow in progress	602222	CBS602	Canolfan Datblygu Addysg Uwch	299 Costau Teithi
11	Sales Order Approval	VAT approval Sales Orders		Workflow in progress	602222	CBS602	Canolfan Datblygu Addysg Uwch	299 Costau Teithi



You can use the filter bar to refine your results. Remember to click **Search** again.

The workflow status will tell you exactly where your sales order has got to in the approval process:

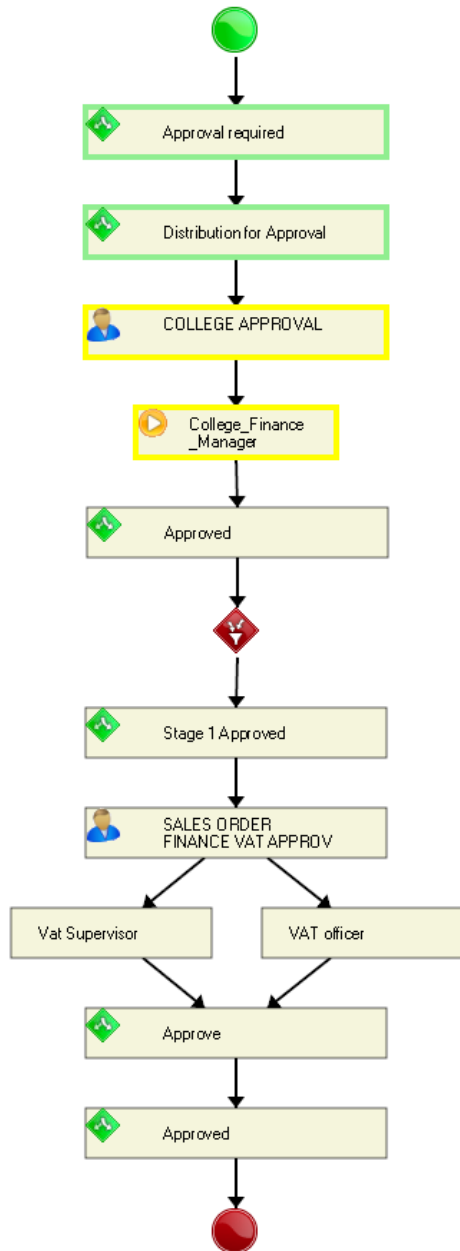
- **Workflow in progress:** the order is still awaiting approval
- **Finished:** the sales order has been approved
- **Rejected:** the sales order has been rejected

Workflow in progress	600197	FOS999	University of Leeds
	600197		
Workflow in progress	600199	FOS999	BBC Radio Cymru
Workflow in progress	600199	FOS999	BBC Radio Cymru
	600199		



To view a Workflow map associated with a sales order, click on the **Workflow in Progress** hyperlink.

The Workflow map will then be shown in a separate window.



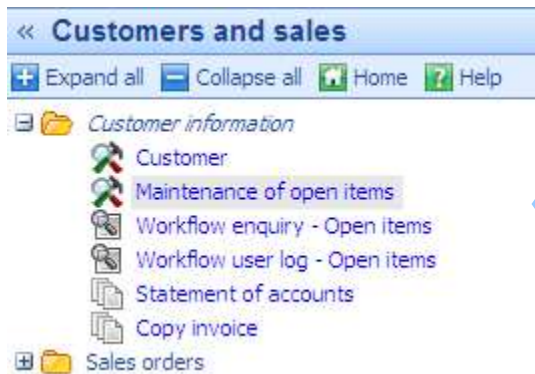
Green = approval has been given.

Yellow = this is the current workflow step

Red = the sales order has been rejected

The boxes with grey borders are the steps in the process that still need to be completed.

Customer enquiries - finding the balance of a customer account



In the **Customers and sales** module, open the **Customer information** folder and click:

Maintenance of open items

The following window will open:

Zoom	Map	InvoiceNo	Inv.date	Due date	Last reminded	RL	S	I	CC	Compl.date	Payment plan ID	Coll. status	Cur	Curr. amount	Rest curr.amnt.
														0.00	0.00
Σ														0.00	0.00



Enter the Customer ID number, or use field help to search (see 'Agresso Basics and Familiarisation' for information on how to use field help). You can search for the ID number from a variety of sources, shown in the dropdown menu.



Once you have selected your supplier, click **Load**.

CustID D004688


Ysgol Dyffryn Nantlle

 **Load**

Open invoices
Invoice details
Payment plan

CustID D004688


Ysgol Dyffryn Nantlle

 **Load**

Customer invoices

Zoom	Map	InvoiceNo	Inv.date	Due date	Last reminded	RL	S	I	CC	Compl.date	Payment plan ID	Coll. status	Cur	Curr. amount	Rest curr.amnt.	
		30007037	01/05/2009	15/05/2009			N	N				0	GBP	2,991.08	2,991.08	
														Σ	2,991.08	2,991.08

Historical overview

Zoom	Map	TransType	InvoiceNo	Inv.date	Due date	Last reminded	RL	S	I	CC	Compl.date	Payment plan ID	Coll. status	Cur	Curr. amount	Rest curr.amnt.
		SO	30002103	26/09/2008	10/10/2008			N	N				0	GBP	3,513.15	0.00
		RC	30002103	14/10/2008				N					0	GBP	-3,513.15	0.00
		SO	30003919	26/01/2009	09/02/2009			N	N				0	GBP	3,453.21	0.00
		RC	30003919	10/02/2009				N					0	GBP	-3,453.21	0.00
														Σ		

Show historical data 

Action overview

Zoom	Date	Action	Subject	Workflow	Responsible	Due date	Status	Alternate	Comment	Historical
This table is currently empty										

Agresso Business World TCU005 FOSA05 U1

The results are split into two:

Customer Invoices shows current outstanding items. The **Curr.amount** represents the original amount raised, where the **Rest.curr.amnt** is the outstanding balance against the invoice.

Historical Overview (click on  to expand the box)

These will be all the paid invoices and the credit notes or payments which matched against them. [Trans Type RC = Receipts, SO = Sales Order Invoice, SI = imported Sales Invoice, PA = Payment Allocation (i.e. Credit Note matching)]

Zoom
Map
InvoiceNo



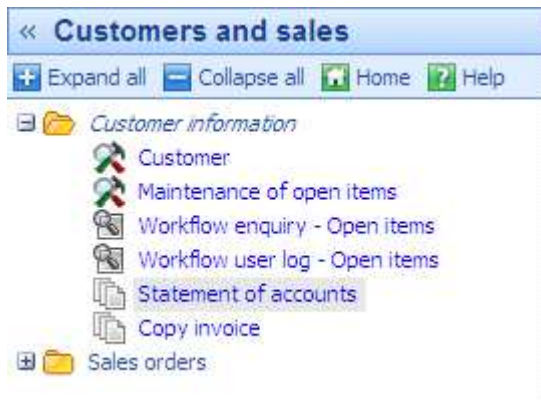
30007037



Click on  to see further invoice details if required.

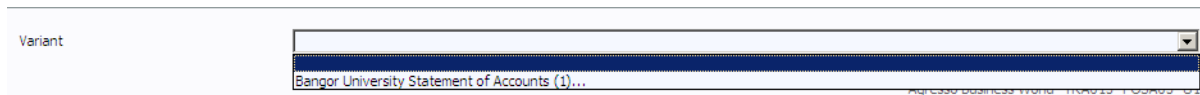
Raising a customer statement of accounts

A customer may request a historical or up to date statement of their account(s). You can order these statements from Agresso and retrieve them as PDF files, which you can then print or email to the customer.



In the **Customers and sales** module, open the **Customer information** folder and click on

Statement of accounts



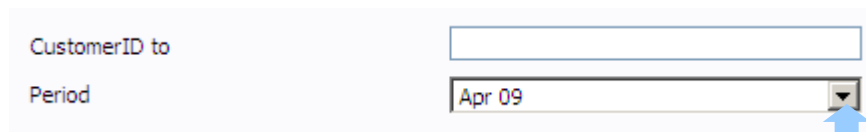
Choose **Bangor University Statement of Accounts (1)** from the dropdown list.

The following window will open:

A screenshot of the 'Statement of accounts (U1)' window. The window has a title bar and a menu bar with 'Save', 'My ordered reports', 'Add to shortcuts', and 'Help'. A green status bar at the top says 'An existing item has been loaded.' Below this is a 'Variant' dropdown menu showing 'Bangor University Statement of Accounts (1)...'. The main area is divided into three sections: 'General parameters' with fields for 'Copies' (1), 'Priority' (0), 'E-mail confirmation' (checkbox), 'Start date' (2), 'Output type' (Auto-select), 'Server queue' (Serial Report Queue), 'Printer' (DEFAULT), 'Status' (N), and 'Start time'; 'Open parameters' with fields for 'CustomerID from', 'Head office' (checkbox), 'CustomerID to', and 'Period' (Apr 09); and 'Fixed parameters' which is currently collapsed. The bottom right corner of the window displays 'Agresso Business World TRA015 FOSA05 U1'.

The **General Parameters** box contains information and options on your order; as you are essentially ordering a piece of documentation, it gives you options such as how many copies you would like, where you would like it printed etc.

Unless you have specific requirements, leave everything as default and go to **Open Parameters**.



CustomerID to

Period



In the Open parameters box, type the Customer ID in both the **to** and **from** boxes, and choose the statement period from the drop down list. Click **Save**. You will be given an order number.



Order number '157'



My ordered reports



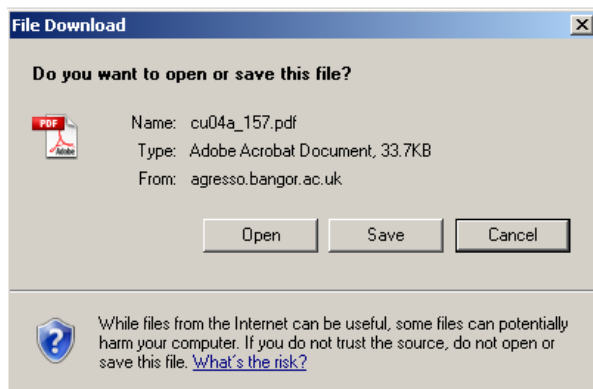
Now go to **My Ordered Reports** at the top of the screen to retrieve your statement.

My ordered reports

Report	ID	OrderNo	Scheduled	Completed	Server queue	File name	Status	
Bangor University Statement of Acco...	CU04	157	07/05/2009	07/05/2009	DEFAULT	cu04a_157.pdf	Finished	
Estates Recharge Journals	BIFJNLES	242	06/05/2009	06/05/2009	DEFAULT	bifjnlesa_242.xls	Finished	
Bangor Copy Invoice	SO07	138	29/04/2009	29/04/2009	DEFAULT		Finished	

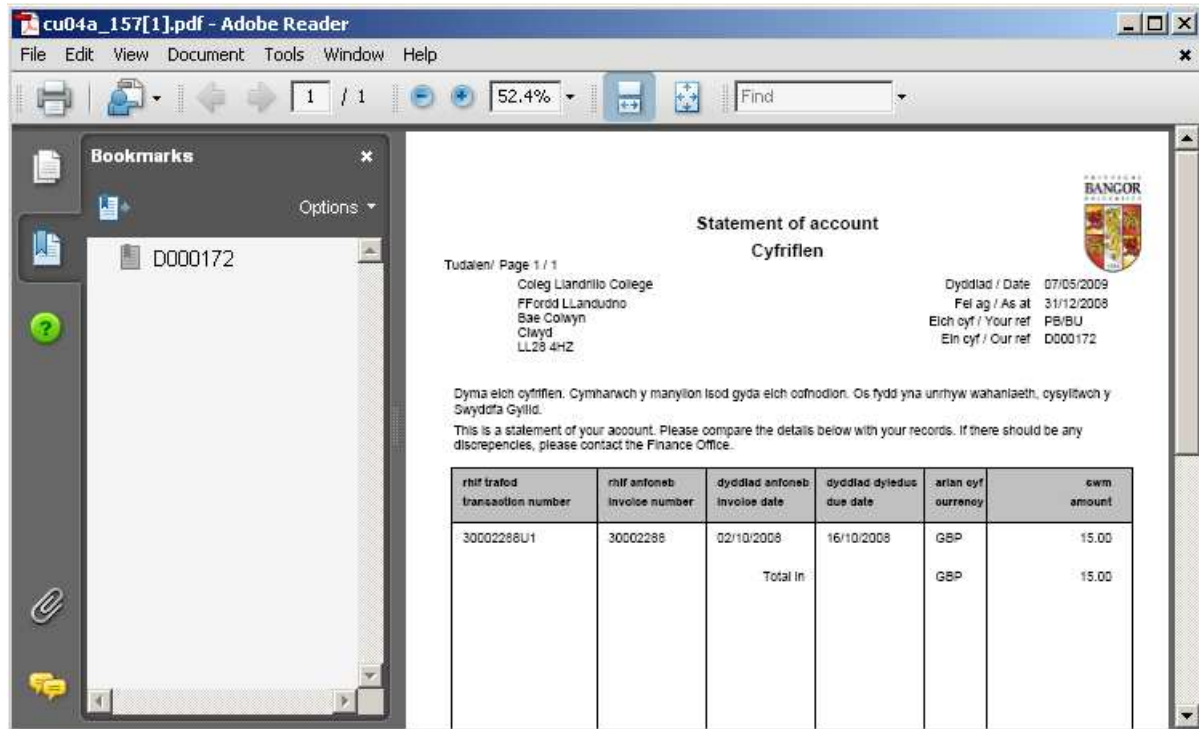


When the status is showing **Finished**, click the line to open.



You will receive a file download message, asking if you would like to open or save the file. Click **Open**.

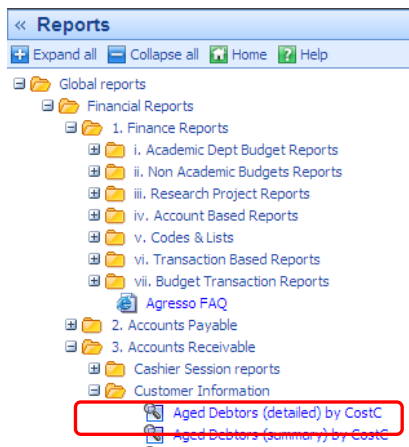
Your statement will open as a PDF, so you can print or email as required.



Aged Debtor Reports

You can use Agresso to run an aged debtor report, by customer, by invoice or by costc (school/department).

The report will list outstanding monies owed against 30, 60 and 90 day overdue periods.



In the **Reports** section of Agresso, open the **Accounts Receivable** folder, and open **Customer Information**.

Click on **Aged Debtors (detailed) by Costc**

The following window will open:

Selection criteria

CustID like	D100305
InvoiceNo like	*
Costc like	*
Company like	U1



Enter your selection criteria depending on whether you want to search by customer, costc or invoice number. You can use field help if required to find the relevant code (see 'Agresso Basics and Familiarisation' for information on using field help).
Click Search.

Results

Search Detail level: All levels Rows per page: 100

#	Costc	Costc (T)	CustID	CustID (T)	InvoiceNo	Not Due	Overdue 0-30	Overdue 31-60	Overdue 61-90	Overdue > 90	Total
1	0135	Law	D100305	Coleg Menai	30003087	0.00	0.00	0.00	0.00	13.75	13.75
Σ	0135	Law				0.00	0.00	0.00	0.00	13.75	13.75
Σ						0.00	0.00	0.00	0.00	13.75	13.75

Raising a copy invoice/finding a sales invoice number

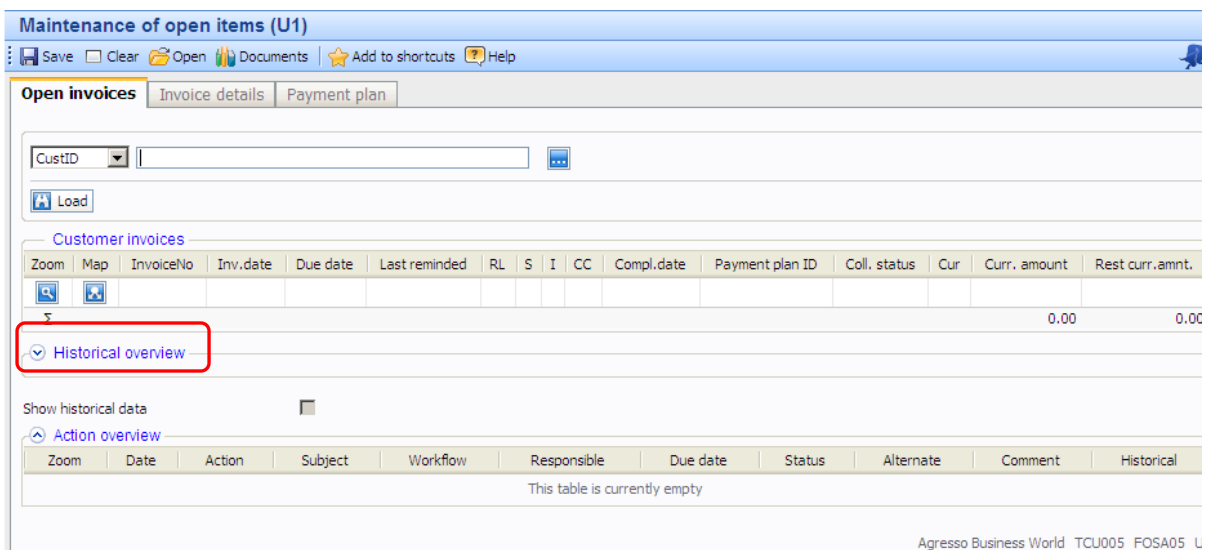
If a customer requires a copy of an existing invoice, a copy invoice can be requested and printed from Agresso. The original invoice number is required for this.

Finding a sales invoice number



 If you do not have the invoice number you can search for it in the **Maintenance of open items** screen, which is in the **Customers and Sales** section of Agresso.

If you already have the invoice number, jump to the next page.



Enter the Customer ID and click **Load**. All outstanding invoices will be loaded into the **Customer invoices** section. Find the invoice number you require from this list. **Paid invoices are available in the historical overview section.**



Once you have the invoice number, go to the **Customer information** folder in **Customers and Sales** and click **Copy Invoice**.

A screenshot of the 'Copy invoice (U1)' form. At the top, there's a title bar and a menu with 'Save', 'My ordered reports', 'Add to shortcuts', and 'Help'. Below this is a green status bar with a message: 'An existing item has been loaded.' The main area is divided into sections: 'Variant' (showing 'Bangor Copy Invoice (1)'), 'General parameters' (with fields for Copies, Priority, E-mail confirmation, Start date, Output type, Server queue, Printer, Status, and Start time), 'Open parameters' (with fields for Invoice number from/to, Order number from/to, and CustomerID from/to), and 'Fixed parameters' (collapsed). The footer shows 'Agresso Business World TRA015 FOSA05 U1'.

Select **Bangor Copy Invoice** from the variant drop-down box.

1. Select a printer or leave as default
2. Enter the relevant number in the **Invoice number from and to** fields
3. Click **Save**

Agresso will automatically generate an **Order number**. Make a note of this.

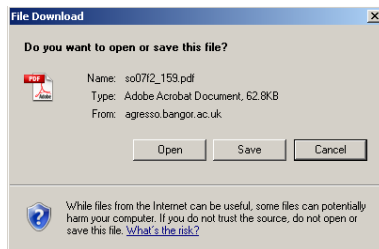


Now click the **My Ordered Reports** button at the top of your screen. A list of reports is displayed with the most recent report at the top. A copy invoice report is called a **SO07 Report**.

Server queue	File name	Status
DEFAULT		
DEFAULT		Finished
DEFAULT	so07f2_159.pdf	Finished
DEFAULT		Finished



When the status of the report is **Finished**, click on the row to view the report, which will display the invoice in Adobe. Ensure there is a file name present – if there is no file name, then there is no file to download.



You will receive a File Download message. Click **Open** to view invoice. You can then send, print or save as required.

so07f2_159[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 74.4% Find

Prifysgol Bangor
Swyddog Incwm, Swyddfa Gyllid
Cae Derwen, Ffordd y Coleg
Bangor, Gwynedd LL57 2DG
Ffon (01248) 351151 Ffacs (01248) 382042

BANGOR UNIVERSITY

Bangor University
Income Officer, Finance Office
Cae Derwen, College Road
Bangor, Gwynedd LL57 2DG
Tel (01248) 351151 Fax (01248) 382042

ANFONEB - COPI

COPY INVOICE

Anfoneb i / Invoice To
Swansea University/Prifysgol Abertawe
Singleton Park
Swansea
SA2 8PP

Rhif Anfoneb Invoice No
30007028

Dyddiad Date 01/05/2009
Rhif Cwsmer Customer No D000070
order id : 604549
Tudalen / Page 1 / 1

Cysylltwch â Contact name Ann

Eich Cyf Your ref FAO : Mr Stephen Williamson

Cynnyrch Article	Manylion Cyflenwad Particulars of Supply	TAW côd VAT code	Uned Unit	Nifer Qty	Pris Price	Swm Amount (£)

Budgets and Reports



Budget Reports: Introduction

This section of the manual covers budget type reports, report ordering and Agresso reporting features (which are applicable to all types of report/enquiry).

There are various types of budget reports available - the best way of finding out which is the most suitable for you is by familiarising yourself with those that fall into your category. As each area has different requirements, this manual covers academic, non-academic and research budgets separately.

Agresso reports are multi layered; they allow you to 'drill down' to see a breakdown of spend by activity, account or period, view transaction details, including scanned invoices (where available), and much more.

You can customise your report screen to contain only the columns you require, and keep these settings for future enquiries. If you wish to analyse results further, you can export the results to Microsoft Excel.

Due to Agresso's web accessibility, reports and figures can be obtained anywhere with a PC and web access, by anyone with the appropriate access.

Report Features

The diagram illustrates three report features with arrows pointing to their respective UI elements:

- Field Help:** Use the field help feature to search for project/account codes by name or with partial information (see page 16 of this manual for more information). This points to a small icon with three dots.
- Filter Columns:** Use any of the report column headings to narrow your search by typing in the white box, then clicking **Search**. This points to a table header with columns: Costc, Costc (T), and CustID. Below the headers are input boxes, with '1161' entered in the first one.
- Choose Columns:** allows you to delete unwanted columns from a report to make for simpler viewing. This points to a button labeled 'Choose columns' with a wrench icon.

The 'Choose columns' button leads to a 'Choose columns' dialog box. The dialog box has a title bar 'Choose columns' and a close button. It contains a section titled 'Columns' with a list of columns and checkboxes:

Columns	Checked
Amount	☒
Account	☒
Budget	☒
Commitments	☒
Activity (T)	☒
Account (T)	☒
Variance	☒

At the bottom of the dialog box, there is an 'OK' button with a checked checkbox.

Report features (continued)

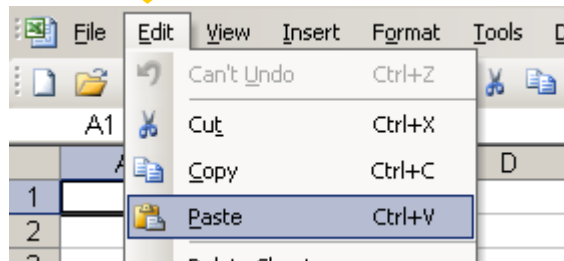
 Copy to clipboard

Copy to clipboard

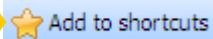
allows you to transfer report information to MS Excel. Click this button, go to Excel and choose edit→paste.



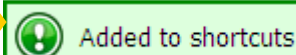
The copy to clipboard feature is only available through the Internet Explorer web browser.



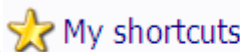
If you are going to run a particular report often, you can add a shortcut to your Agresso home page.



You will receive a confirmation.

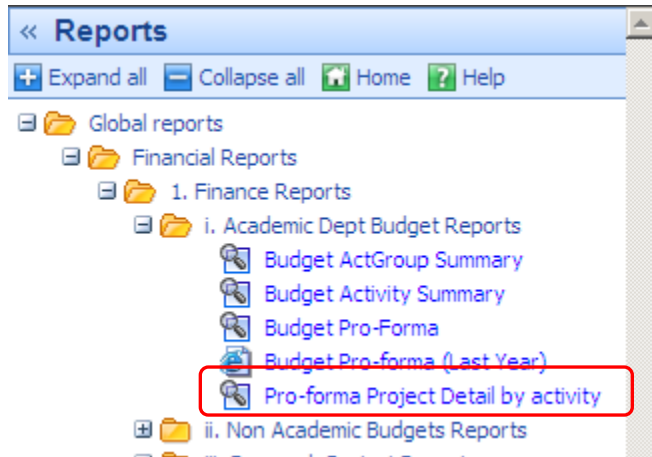


The report will appear on your home page. (You may have to click the refresh button to load the shortcut).


 [Gen Acc Project Detail by activity](#) [Remove](#)

Academic Budget Report

This manual uses **Pro-forma Project Detail by Activity** as an example. It is a widely used report that enables you to search by project or group of projects, showing spend against budget and subtotalling by Activity. You can also drill down to transaction details and view scanned invoices (where available).



In the **Reports** section of Agresso, click into the Academic Reports folder and choose:

Pro-forma Project Detail by activity

The following window will open.

The screenshot shows the 'Pro-forma Project Detail by activity (U1)' report window. The window has a title bar and a menu bar with options: 'Choose columns', 'Chart setup', 'Add to shortcuts', and 'Help'. Below the menu bar is a green bar with a green arrow icon and the text: 'Please enter parameters, then click 'Search' to run report'.

The main content area is divided into two sections: 'Report description' and 'Selection criteria'.

Report description

Selection criteria

Project like: [text box]
Account like: [text box]
Period between: 200801 [text box] and 200812 [text box]
Activity like: PF% [text box]
Company like: U1 [text box]

Results

Search [button] Detail level: All levels [dropdown]
Copy to clipboard [button] Rows per page: 100 [dropdown]

#	Activity	Activity (T)	Project	Project (T)	Account	Account (T)	Actual	Budget	Variance
This table is currently empty									

Agresso Business World TRA002 FOSA05 U1

The **Selection criteria** section is used to choose the information you want to access in the report.

Selection criteria

Project like	B13100	...
Account like		...
Period between	200901	...
Activity like	PF%	
Company like	U1	



Enter your project code in the **Project like** box, and enter account code if you want to narrow your report to one account. You can use field help to search for correct codes if required. (See 'Agresso Basics and Familiarisation' for information on using field help). Leave the boxes blank to return a report on all Project codes within your access.



Click **Search** in the **Results** section.

Your report will display below:

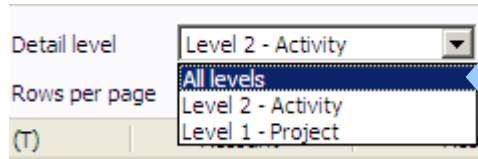
Results

Search Detail level Rows per page

#	Activity	Activity (T)	Project	Project (T)	Account	Account (T)	Actual	Budget	Variance
Σ2	PFINCOME	Income	B13100	General Account	B13100	General Account	-529.50	0.00	529.50
Σ1	PFINCOME	Income					-529.50	0.00	529.50
Σ2	PFNONCONTRT	Staff - Non Contractual, Agency, Se...	B13100	General Account	B13100	General Account	706.02	0.00	-706.02
Σ1	PFNONCONTRT	Staff - Non Contractual, Agency, Se...					706.02	0.00	-706.02
Σ2	PFNONPAY	Non Pay Expenditure	B13100	General Account	B13100	General Account	30,866.90	0.00	-30,866.90
Σ1	PFNONPAY	Non Pay Expenditure					30,866.90	0.00	-30,866.90
Σ2	PFPAYACAD	Staff Costs Academic	B13100	General Account	B13100	General Account	66,441.08	0.00	-66,441.08
Σ1	PFPAYACAD	Staff Costs Academic					66,441.08	0.00	-66,441.08
Σ2	PFPAYACREL	Staff Costs Academic Related	B13100	General Account	B13100	General Account	3,555.31	0.00	-3,555.31
Σ1	PFPAYACREL	Staff Costs Academic Related					3,555.31	0.00	-3,555.31
Σ							101,039.81	0.00	-101,039.81

The report shows all income and expenditure, subtotalled by Activity.

- **Actual** is the actual amount spent to date
- **Budget** is the amount allocated to that Activity
- **Variance** is the amount left against budget (Budget – Actual = Variance)



Choose **All Levels** from the drop down menu. You can now see expenditure at the lowest level (Account).

You can now see expenditure at the lowest level (Account).

#	Activity	Activity (T)	Project	Project (T)	Account	Account (T)	Actual	Budget	Variance
I	PFINCOME	Income	B13100	General Account	299	Income - Other Miscellaneous	-529.50	0.00	529.50
Σ	PFINCOME	Income	B13100	General Account	B13100	General Account	-529.50	0.00	529.50
Σ	PFINCOME	Income					-529.50	0.00	529.50
4	PFNONCONTRT	Staff - Non Contractual, Agency, Se...	B13100	General Account	446	Non-contracted Staff	706.02	0.00	-706.02
Σ	PFNONCONTRT	Staff - Non Contractual, Agency, Se...	B13100	General Account	B13100	General Account	706.02	0.00	-706.02
Σ	PFNONCONTRT	Staff - Non Contractual, Agency, Se...					706.02	0.00	-706.02



Click on an **Actual** figure. This will return all transactions for that particular account.

Results

#	TT	TransNo	#	Trans.date	Period	Account	Cat1	Cat2	TC	Text	Amount
1	AP	20004758	2	02/08/2008	200802	511	0000	B13100	PG	fi-in01953 Copy Charges 1 Aug - 31...	443.53
2	AP	20004758	108	02/08/2008	200802	511	0000	B13100	PG	fi-in01953 Copy Charges 1 Aug - 31...	505.20
3	PI	20017917	16	30/11/2008	200805	511	0000	B13100	PS	Copier Rental 11/01/2008 - 31/01/20...	443.53
4	PI	20017917	17	30/11/2008	200805	511	0000	B13100	PS	Copier Rental 11/01/2008 - 31/01/20...	505.20
5	PI	20029018	18	02/02/2009	200808	511	0000	B13100	PS	Copier Rental 02/01/2009 - 30/04/20...	434.09
6	PI	20029018	19	02/02/2009	200808	511	0000	B13100	PS	Copier Rental 02/01/2009 - 30/04/20...	494.45
7	PI	20039855	16	01/05/2009	200810	511	0000	B13100	PS	Copier Rental 05/01/2009 - 31/07/20...	434.09
8	PI	20039855	17	01/05/2009	200810	511	0000	B13100	PS	Copier Rental 05/01/2009 - 31/07/20...	494.45
Σ											3,754.54

You are now able to see each transaction in the particular account for this Activity.

This detailed report enables you to see

- **The transaction type (TT)** i.e. expenses (E1), supplier invoice (AP)
- **The transaction number**
- The **date** it was inputted, and the **period** this falls in
- **Text** – what the money was spent on
- How much was spent



If you wish to query a transaction, you can 'drill down' to the transaction details by clicking on the **TransNo** hyperlink.



Select a row to see the transaction details and scanned invoice (where applicable).

Transaction listing

Transaction number	#	Description	Amount	TC	TT	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Company
20004758	217	fi-in01953 Copy Charges 1 Aug - 31...	-505.20	0	AP	K01	0000	B13100	200201					U1
20004758	111	fi-in01953 Copy Charges 1 Aug - 31...	-443.53	0	AP	K01	0000	B13100	200201					U1
20004758	2	fi-in01953 Copy Charges 1 Aug - 31...	443.53	PG	AP	511	0000	B13100		PFNONPAY		ACDEXP		U1

|< < 1 2 > >|

Transaction details

Company: U1
Prifysgol Bangor University

InvoiceNo: AE834517

AP/AR ID: X6431
Xerox (UK) Ltd

AP/AR Type: P

Fiscal year: 2008

Period: 200802

Transaction date: 02/08/2008

Valuedate: 09/09/2008

Curr. amount (GBP): 443.53

Amount (GBP): 443.53

ExchRate: 1.000000

Amount 3 Q: 0.00

Amount 4 Q: 0.00

Image

Page 1 of 39

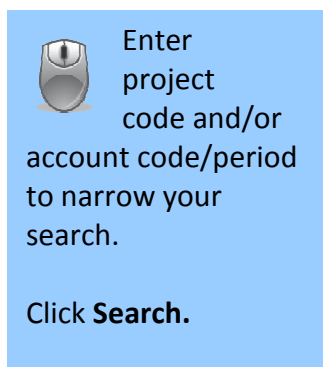
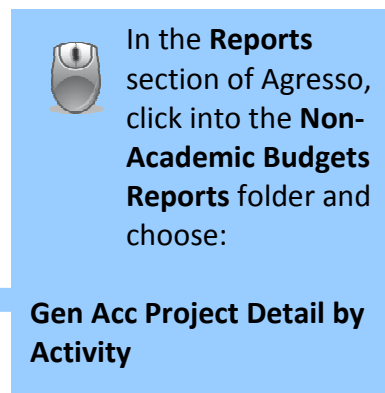
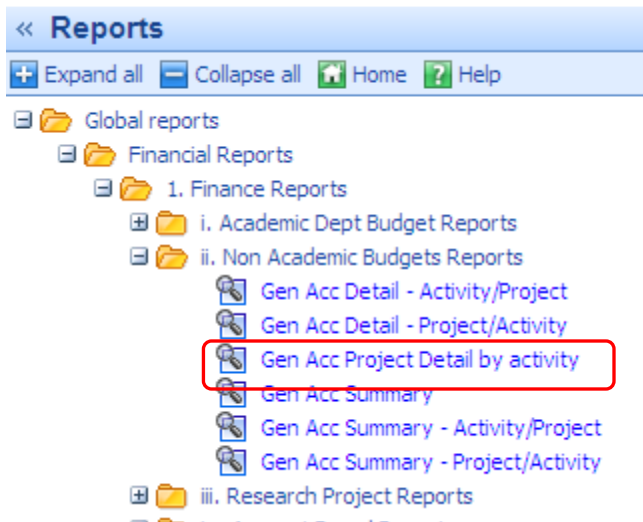
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Non-Academic Budget Report

This manual uses **Gen Acc Project Detail by Activity** as an example. It is a widely used report that enables you to search by project, showing spend against budget and subtotalling by Activity.

The report also allows you to 'drill down' to see a breakdown of spend against each account and view transaction details, including scanned invoices (where applicable).



The screenshot shows the 'Selection criteria' section of the report. The 'Project like' field is highlighted with a red box and contains the text 'ABC 123'. The 'Account like' field contains an asterisk '*'. The 'Period between' field contains '200801'. The 'Activity like' field contains 'NA %'. The 'Company like' field contains 'U1'. Below the search criteria is the 'Results' section, which includes a 'Search' button and a 'Detail level' dropdown menu set to 'Level 2 - Activity'.

Your report will display below:

Results

Search Detail level Copy to clipboard Rows per page

#	Activity (T)	Account	Account (T)	Budget	Amount	Variance
Σ2	Non Academic - Non Pay expenditure			54,000.00	40,877.56	13,122.44
33	Non Academic - Pay Expenditure	402	Academic Grades - Other	0.00	497,805.30	-497,805.30
34	Non Academic - Pay Expenditure	404	Clerical Staff	0.00	296,970.77	-296,970.77
35	Non Academic - Pay Expenditure	457	Pension Payments - TPA (early ret. ...	0.00	3,005.25	-3,005.25
36	Non Academic - Pay Expenditure	BUD	Budget Only	923,000.04	0.00	923,000.04
Σ2	Non Academic - Pay Expenditure			923,000.04	797,781.32	125,218.72
Σ1		G70100	Administration	977,000.04	838,658.88	138,341.16
Σ				977,000.04	838,658.88	138,341.16

The report shows amounts, listed by Account and subtotalled by Activity.

- **Budget** is the amount allocated to that Activity
- **Amount** is the amount spent and paid to date
- **Commitments** is the amount spent but not yet paid out (i.e. open orders)
- **Variance** is the amount left against budget (Budget – Actual = Variance)



Click on an **Amount** hyperlink against the Account code you wish to query.
This will return all transactions for that particular account.

Results

#	TT	TransNo	#	Trans.date	Period	Account	Cat1	Cat2	TC	Text	Amount
1	AP	20007364	1	29/08/2008	200803	657	1000	G70100	PG	at-invttest confidential waste	18.80
2	AP	20027506	0	30/01/2009	200808	657	1000	G70100	PG	at-invttest confidential waste	73.60
Σ											92.40

You are now able to see each transaction in the particular account for this Activity.

This detail level enables you to see

- **The transaction type (TT)** i.e. expenses (E1), supplier invoice (AP)
- **The transaction number**
- The **date** it was inputted, and the **period** this falls in
- **Text** – what the money was spent on
- How much was spent



If you wish to query a transaction, you can 'drill down' to the transaction details by clicking on the **TransNo** hyperlink.



Select a row to see the transaction details and scanned invoice (where applicable).

Transaction listing

Transaction number	#	Description	Amount	TC	TT	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Company
20007364	0	ao-inv2334 confidential waste	-18.80	0	AP	K01	1000	G70100	200367					U1
20007364	1	at-invtest confidential waste	18.80	PG	AP	657	1000	G70100			NANONPAY		NARECUR	U1

Transaction details

Company	U1
InvoiceNo	5778
AP/AR ID	A5910
AP/AR Type	P
Fiscal year	2008
Period	200803
Transaction date	29/08/2008
Valuedate	15/09/2008
Curr. amount (GBP)	18.80
Amount (GBP)	18.80
ExchRate	1.000000
Amount 3 ()	0.00
Amount 4 ()	0.00

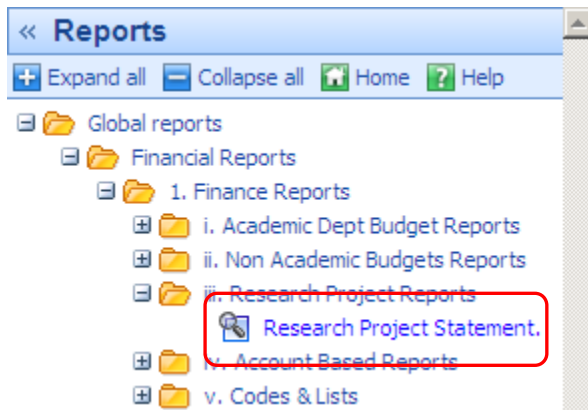
Image

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Research Budget Report

A research budget is different from academic/non academic budgets in that it can span multiple years, therefore the report will cover the lifetime of the budget, rather than year on year.



In the reports section of Agresso, click into the **Research Project Reports** folder and open:

Research Project Statement

The following window will open:

The screenshot shows the 'Research Project Statement. (U1)' window. The window has a title bar and a menu bar with options: 'Choose columns', 'Chart setup', 'Add to shortcuts', and 'Help'. Below the menu bar is a green banner with a search icon and the text: 'Please enter parameters, then click 'Search' to run report'.

The main content area is divided into two sections: 'Report description' and 'Selection criteria'.

Selection criteria:

- Project like: []
- Period less than or equal to: 200809
- Company like: U1
- Proj Type in list: 'OS', 'RP'
- Activity like: R*

Results:

- Search: []
- Detail level: All levels
- Copy to clipboard: []
- Rows per page: 100

The results table is currently empty. The table headers are: #, Project, Dic_dac_flag (T), Activity, Activity (T), Budget, Amount, Variance, and Links to reports.

This table is currently empty

Agresso Business World TRA002 FOSA05 U1



In **Selection Criteria**, enter your **Project Code** and click **Search**.

Selection criteria

Project like

Period less than or equal to

Company like

Proj Type in list

Activity like

Results

Detail level

The report is showing spend against budget and is subtotalled by the type of cost (i.e. directly incurred cost, indirectly incurred cost etc.). It also shows the type of spend under **Activity**.

Research Project Statement. (U1)

Choose columns | Chart setup | Add to shortcuts | Help

Report description

Selection criteria

Results

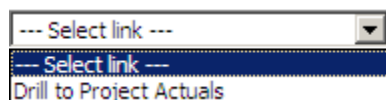
Detail level

Rows per page

#	Project	Dic_dac_flag (T)	Activity	Activity (T)	Budget	Amount	Variance	Links to reports
1	R13911	Directly Incurred Costs	RCDIOTHCONS	Other DIC - Consumables	100.00	4.00	96.00	--- Select link ---
2	R13911	Directly Incurred Costs	RCDIOTHTRAV	Other DIC - Travel_Subsistence	1,000.00	1,217.86	-217.86	--- Select link ---
3	R13911	Directly Incurred Costs	RCDISTAFFRES	DI Researcher	15,000.00	0.00	15,000.00	--- Select link ---
Σ		Directly Incurred Costs			16,100.00	1,221.86	14,878.14	
Σ					16,100.00	1,221.86	14,878.14	

Agresso Business World TRA002 TRAIN1 U1

You are able to 'drill down' into further detail, by selecting a report from the links boxes.



Click on the link next to an Activity and choose **Drill to Project Actuals** from the drop down menu. The following window will open:

#	TT	TransNo	Trans.date	Period	Account	Cat3	Cat3 (T)	Cat6	Cat6 (T)	Ap/Ar ID	Ap/Ar ID (T)	TC	Text	Amount
1	C0	20009321	03/10/2008	200803	545					023834	Burr, Tim Dr	PX	ga-cor1264 Wrong amount	-168.00
2	EI	20009670	03/10/2008	200803	545					023834	Burr, Tim Dr	PX	ga-exp1264 Man/ flight 23-300808	168.00
3	EI	20010138	21/10/2008	200803	545					023834	Burr, Tim Dr	PX	ga-exp1269 Man/ flight 23-300808	168.00
	Σ				545									168.00
	Σ				550									78.92
	Σ				551									176.87
	Σ				555									781.57
	Σ				809									12.50
	Σ				810									0.00
Σ														1,217.86

The **Research Actuals** screen allows you to see information by transaction.

- The type of transaction (TT)
- The transaction number, and the date it was posted
- The text boxes allow you to view the details of the transaction
- The amount spent

The information is subtotalled by account (i.e. the type of product/service purchased)



If you wish to query a transaction, you can 'drill down' to the individual invoice by clicking on the **TransNo.**

TransNo

20035974
20035975

20032370



Each transaction number is a hyperlink. Click on the hyperlink to open details of the transaction.



The screen will show the transaction listing. Click on the line you require to see the transaction details and a scanned image of the actual invoice/documentation (where applicable).

Transaction details (U1)

Documents | Add to shortcuts | Help

Transaction listing

Transaction number	#	Description	Amount	TC	TT	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Company
20009670	2	ga-exp1264 accom.23-30/08/08	241.25	PX	E1	555	0000	R13911			RCDIOTHTRAV	RCOUN001	U1	
20009670	3	ga-exp1264 Man/ flight 23-300808	168.00	PX	E1	545	0000	R13911			RCDIOTHTRAV	RCOUN001	U1	
20009670	4	ga-exp1264 Meals 23-300808	64.38	PX	E1	555	0000	R13911			RCDIOTHTRAV	RCOUN001	U1	
20009670	5	ga-exp1264 Fuel re.car hire 23-300...	12.50	PX	E1	810	0000	R13911			RCDIOTHTRAV	RCOUN001	U1	
20009670	0	hw-exp1264 Fuel re.car hire 23-300...	-12.50	0	E1	K01	0000	R13911	201062				U1	

< < 1 2 > >

Transaction details

Company

U1

Prifysgol Bangor University

InvoiceNo

exps

AP/AR ID

023834

Burr, Tim Dr

AP/AR Type

P

Fiscal year

2008

Period

200803

Transaction date

03/10/2008

Valuedate

03/10/2008

Curr. amount (GBP)

12.50

Amount (GBP)

12.50

ExchRate

1.000000

Amount 3 ()

0.00

Amount 4 ()

0.00

Image

Page 1 of 2

Zoom in Zoom out Download document Print

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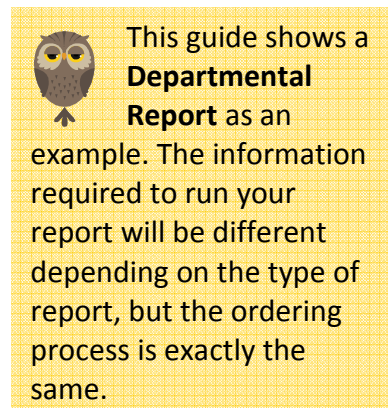
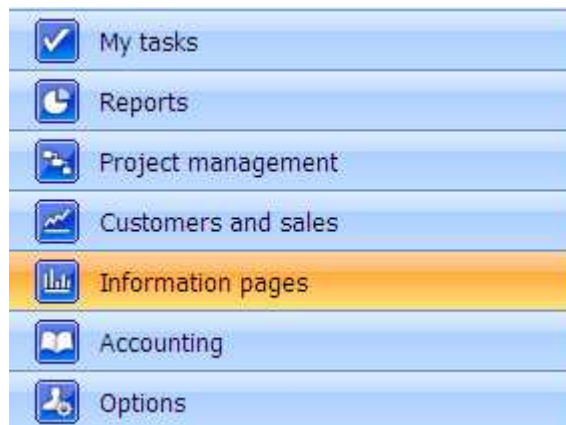
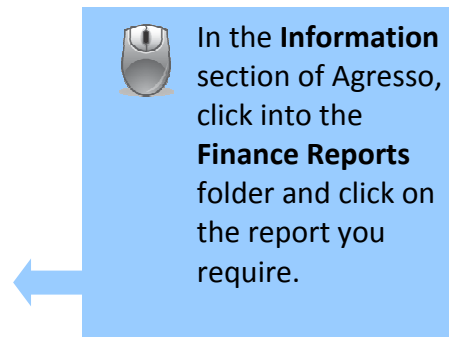
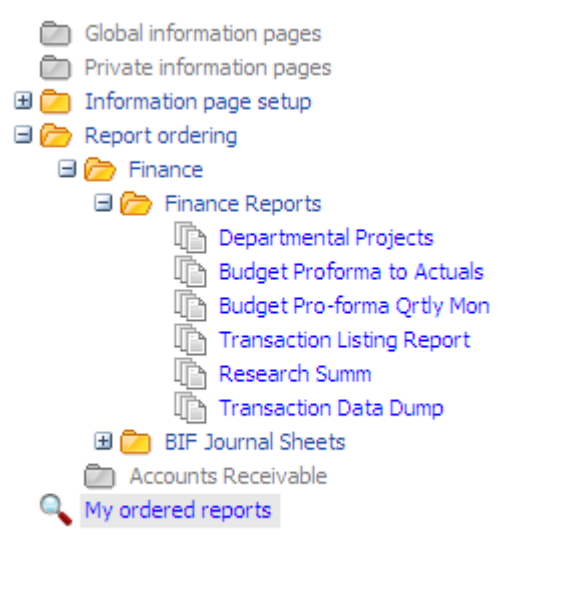
Agresso Business World TF1009 TRAIN1 U1

You can download or print the scanned invoice as required.

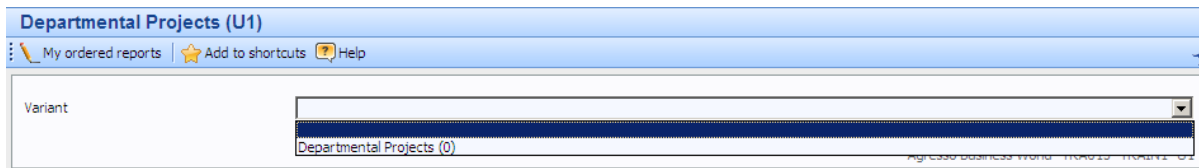
Ordering a report

Some reports are complex and must be pre-ordered.

The report ordering menu is found in the **Information Pages** section.

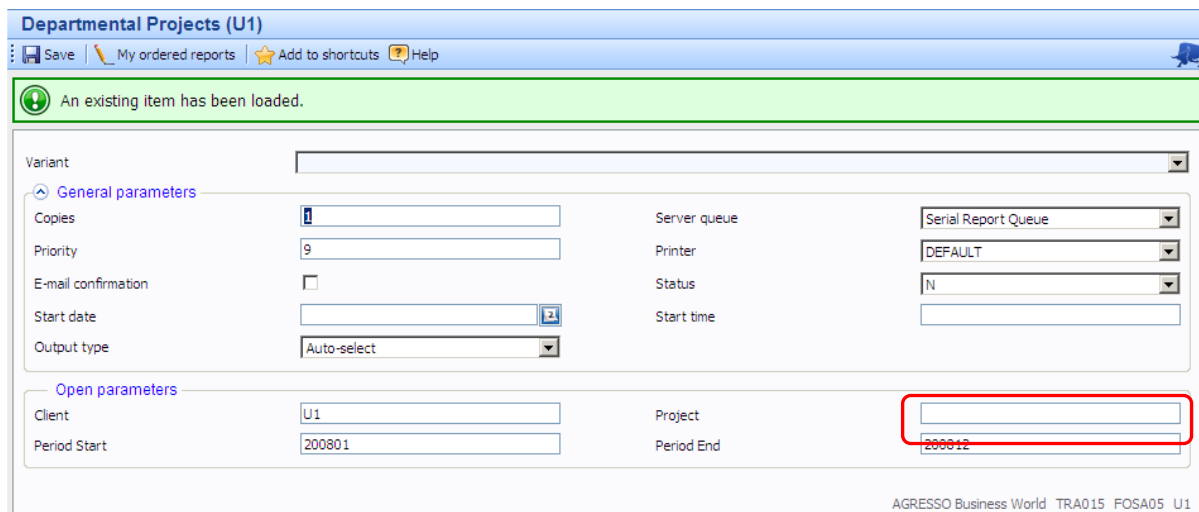


The following window will open:



Click on the  button to see the drop down menu. Select the report.

The following window will open:

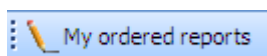


Enter the required code in the **Project** field and tab. For a sequence of Project codes, use %, i.e. B37% will capture information on all project codes beginning with B37.



You must now save your request. Saving the request processes your order.

Once saved, the window will generate an order number.



Now click **My Ordered reports**

The following screen will appear:

My ordered reports (U1)

Refresh Add to shortcuts Help

My ordered reports Report

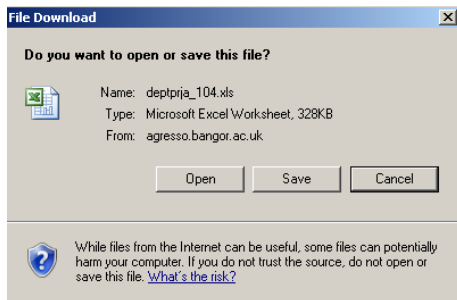
My ordered reports

Report	ID	OrderNo	Scheduled	Completed	Server queue	File name	Status
Departmental Projects	DEPTRJ	104	23/03/2009	23/03/2009	DEFAULT	deptprja_104.xls	Finished
Departmental Projects	DEPTRJ	100	11/03/2009	11/03/2009	DEFAULT	deptprja_100.xls	Finished
Ledger Report	LEDGRP	418	09/03/2009	09/03/2009	DEFAULT	ledgrpa_418.xls	Finished

AGRESSO Business World TRA003 FOSA05 U1



Click anywhere on the line containing your order number (ensure status is **Finished**) to download your report.



You may get a warning message on your screen asking you for permission to allow the file to be downloaded. Click **Open** or **Save** to your PC.

Microsoft Excel - deptprja_124[1]

File Edit View Insert Format Tools Data Window Help

116 GIL Sans MT 10

Type a question for help

Activities	Actual This Year	Profiled Budget	Budget Variance	Budget Remaining
Project: B13074 SGS Scholarships Fund				
Non Pay Expenditure	-6,243	0	-6,243	6,243
Total for B13074	-6,243	0	6,243	6,243
Project: B13100 General Account				
Income	-530	0	-530	530
Staff - Non Contractual, Agency, Seconded	706	0	706	-706
Non Pay Expenditure	30,867	0	30,867	-30,867
Staff Costs Academic	66,441	0	66,441	-66,441
Staff Costs Academic Related	3,555	0	3,555	-3,555
Total for B13100	101,039	0	-101,039	-101,039
Project: B13101 Research & Conference Expenses				
Non Pay Expenditure	7,958	0	7,958	-7,958
Total for B13101	7,958	0	-7,958	-7,958
Project: B13336 Staff Costs				
Income	-2,168	0	-2,168	2,168
Non Pay Expenditure	-59	0	-59	59
Staff Costs Academic	703,897	0	703,897	-703,897
Staff Costs Clerical	22,535	0	22,535	-22,535
Total for B13336	724,205	0	-724,205	-724,205

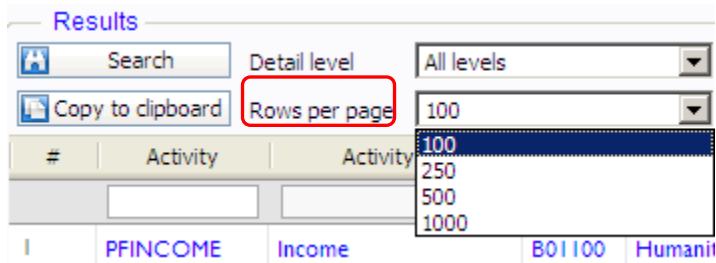
Ready Shadow Style NUM

Transferring to Excel

You can transfer information from an Agresso enquiry or report to Microsoft Excel by using the **Copy to Clipboard** button.

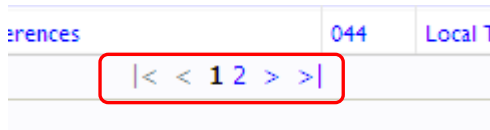


The benefit of using Agresso screens to run enquiries and reports is that the data is 'real time'. Once information has been copied over to Excel, the data soon becomes out of date.



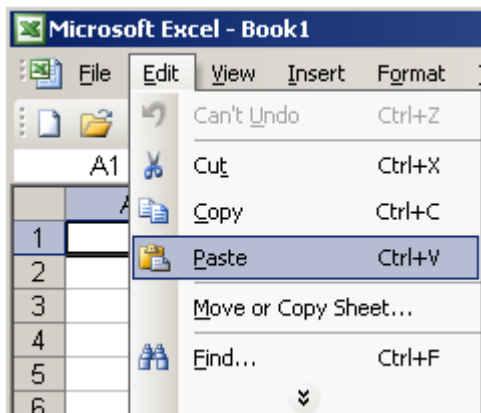
Before transferring to MS Excel, set the **Rows per page** to the maximum of 1000, then check at the foot of the page to see how many pages of data there are.

You can only transfer one page at a time.



In your enquiry or report screen, click on the **Copy to clipboard** button.

Copy to clipboard



Open Microsoft Excel and choose **edit>paste**.

Repeat these steps for each page of the enquiry/report, ensuring your Excel cursor is at the correct position when you paste subsequent data.



Copy to Clipboard is only available through the Internet Explorer web browser.